

# Reclamation Manual

## Directives and Standards

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### TRANSFER TO INTERNAL USE SOFTWARE

**REMARKS:** In order to improve the process for transferring completed software in development to internal use software in a timely manner, and to ensure coordination and documentation of the date for such transfers, please complete your portion and route to the next office.

**I. Description.**

PROJECT NUMBER \_\_\_\_\_ PROJECT NAME \_\_\_\_\_

PROGRAM/MODULE NUMBER \_\_\_\_\_

PROGRAM/MODULE DESCRIPTION \_\_\_\_\_

**II. Status.**

This program or module is substantially complete as of \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

**III. Follow-up Notification of Transfer to Internal Use Software.**

Please sign below to indicate that you have been notified of the transfer and will take the necessary actions related to completed internal use software.

**ROUTING SLIP FOR FOLLOW-UP NOTIFICATION OF TRANSFER (as applicable):**

TO	SIGNATURE	MAIL CODE	DATE
Local/Regional Property Office	_____	_____	_____
FAD Fixed Asset Team	_____	_____	_____
Working Capital Fund Manager and Advisor	_____	_____	_____
Regional Software Engineer	_____	_____	_____
Other	_____	_____	_____
Regional Financial Mgmt. Office (last)	_____	_____	_____