

Ser:
Date:

MEMORANDUM

From:

To: Code 1000

Via: Code 3300

Subj: REQUEST FOR AND ISSUANCE OF COMMANDING OFFICER'S ORDER

Ref: (a) NRLINST 7000.1, Financial Management Policies and Procedures Manual

1. In accordance with reference (a), it is requested that a Commanding Officer's Order in the amount of \$ _____ be authorized under Job Order Number _____, effective _____.

2. Purpose and justification for this request is as follows:

3. Receipt of funding document from _____ is anticipated on or prior to _____.

(Division Head or other Cost Center Manager)

First Endorsement

From: Code 1000

To: Code 3300

1. Approved Disapproved

(Commanding Officer)