

Ser:
Date:

MEMORANDUM

From:
To: Code 3310
Via: Code

Subj: FUNDING ACCEPTANCE/REJECTION AND JOB ORDER ESTIMATE

Encl: (1) FUNDING DOCUMENT _____

1. Recommend enclosure (1) be accepted as follows:

- a. Reimbursable \$ _____
 Job Order _____
 Job Order Title _____
 Branch Code _____
- b. Direct Cite \$ _____
 Job Order _____
 Job Order Title _____
 Branch Code _____

Note: Acceptance of this form, unless noted otherwise, certifies that 51% of the reimbursable funds will be accomplished in-house. During the final quarter of the fiscal year, 1 July through 30 September, obtain ADOR/Code 8000 approval for all orders with an expiration date beyond the end of the fiscal year and for any order in excess of \$250,000 regardless of the expiration date.

2. In those cases where no in-house (reimbursable) effort (CONTRACTING EFFORT ONLY) is being performed on the work unit covered by the direct cite funds, an explanation of why NRL is undertaking this contracting effort is required. (Please use the area below for explanation.)*

Note: Approval of contracting effort only must be obtained from your ADOR or Code 8000 before acceptance can be processed and the job order opened. During the final quarter of the fiscal year, 1 July through 30 September, obtain ADOR/Code 8000 approval for all orders with an expiration date beyond the end of the fiscal year and for any order in excess of \$250,000 regardless of the expiration date.

3. Recommend enclosure (1) be rejected because: (include the notification to the sponsor - i.e., PHONCON date, person notified, his/her code and activity)*:

*If more room is needed, please use #5 on the next page.

4. APPROVING OFFICIAL

Name/Title *(Please Print) (ADOR/Code 8000/Division Head/Designee (As appropriate))*

(Signature/Date)

5. ADDITIONAL INFORMATION:

FOR CODE 3310 (BUDGET) USE ONLY	
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SOURCE CODE	PROJECT TASK/AREA
PROGRAM ELEMENT	CATEGORY CODE
SPONSOR CODE	DBOF FILE
OVERHEAD INDICATOR	BUDGET FILE
FUNDS EXPIRATION DATE	ALLOCATION FILE

NOTE: If additional space is required, please use an additional sheet of paper.