

Ser:

Date:

**MEMORANDUM**

From:

To: Code 3310

Subj: ESTABLISHMENT OF CO-OP JOB ORDER NO. \_\_\_\_\_

1. It is requested that the subject co-op job order be established from the following:

a. Reimbursable \$ _____	Expiration Date _____
Branch Code _____	Source Code _____
From Job Order _____	Sponsor _____
Co-op Branch Code _____	Program Element _____
Job Order Title _____	Program Task _____
_____	

b. Direct Cite \$ _____	Expiration Date _____
Branch Code _____	Source Code _____
From Job Order _____	Sponsor _____
Co-op Branch Code _____	Program Element _____
Job Order Title _____	Project Task _____
_____	

2. These funds are to be used for:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 (Signature/Date)

Copy to:

Code \_\_\_\_\_

Code \_\_\_\_\_

Code \_\_\_\_\_

**FOR CODE 3310 (BUDGET) USE ONLY**

SPONSOR CODE

DBOF FILE

CATEGORY CODE

BUDGET FILE

OVERHEAD INDICATOR

ALLOCATION FILE