

Ser:

Date:

MEMORANDUM

From: _____

To: Code 3300

DIVISION FILE NO.
SIGNATURE <i>(Division Head or AO)</i>
COST TRANSFER NO. <i>(Comptroller use only)</i>

Subj: REQUEST FOR CORRECTION OF ERRONEOUS CHARGES (NON-PIPS)

Ref: (a) NRLINST 7000.1

1. The costs itemized below were erroneously charged to job order _____.

In accordance with reference (a), it is requested that they be transferred to job order

_____.

An explanation of how this erroneous charge occurred is shown on reverse. I certify that these costs should initially have been charged to job order _____.

Labor and fringe benefits (show details on reverse) Cost

Travel: T.O. Number* _____

Materials: Order Number* _____

Other* (specify) _____

Applied G&A Overhead _____ Hrs X _____ O/H Rate

Applied Indirect Overhead _____ Hrs X _____ O/H Rate _____

Total _____

*USE BACK of this memo to list multiple numbers and show only total cost above.

First Endorsement

From: Code 3300

To: Code _____

(Comptroller's Signature)

1. (To Code 3330) The cost transfer request above is approved. Please make the following adjustments on the Job Order Status Report for _____, and retain this memo to document the correction:

DEBIT J.O. _____ 5 _____ 53 \$ _____
 CREDIT J.O. _____ 5 _____ 54 \$ _____

2. (To Code 3330) The correction requested above is approved. Please change the job order on document _____ from _____ to _____.

3. (To Code 3410, 3330, 3200) The correction requested above is approved. Please change the job order on stub _____ from _____ to _____.

PAY NO.	NAME	PAY PERIODS	HOURS		COST		FB	TOTAL
			ST	OT	ST	OT		

This erroneous charge occurred because of the following circumstances:
