Approved: [HQ PM Name and Title] Date: [Month Day, Year]

**To:** [Center-Division/Mail Stop/Name] **FROM:** [HQ Division/Mail Stop/Name]

cc: [Center-Division/Mail Stop/Name]

**Headquarters Response:**

\_\_\_ Electronic funds transfer. $\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Authority to Advertise

\_\_\_ Approved Summary Brief Project Document/Project Approval Document attached.

\_\_\_ Approved Brief Project Document (Form 1509) attached.

NOTES:

**Approved:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ENCLOSURES:**

[List enclosures, i.e. 1509s and 1510s]

**CENTER REQUEST:**

|  |  |  |
| --- | --- | --- |
| **FY** | **Project Title** | **CCE ($K)** |
| XXXX | Title |  |
|  |  |  |
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|  |  |  |
|  |  |  |

**CoF Routine Transaction**

**DATE: [**Month Day, Year]

**TO:** [HQ PM Name] **FROM:** [Name]

Address [HQ Division/Mail Stop] Address [Center/Division/Mail Stop]

Phone: XXX-XXX-XXXX Phone: XXX-XXX-XXXX

FAX: XXX-XXX-XXXX FAX: XXX-XXX-XXXX