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DAILY TRANSFER SUMMARY

For use of this form, see AR 37-1; the proponent is OASA(FM).

NUMBER

DATE

TO:

Finance and Accounting Office

FROM: *(Activity)*

Following are charge sales and adjustments resulting from operation of this activity for the period _____, submitted in accordance with provisions of AR 37-1. Supporting documents are attached.

CHARGE SALES		ADJUSTMENTS	
ACCOUNTING CLASSIFICATION	AMOUNT	ACCOUNTING CLASSIFICATION	AMOUNT
1.		1.	
2.		2.	
3.		3.	
TOTAL		TOTAL	

ORDERS RECEIVED

CUSTOMER	APPROPRIATION TO BE REIMBURSED	AMOUNT
1.	1.	
2.	2.	
3.	3.	
4.	4.	
5.	5.	
6.	6.	
7.	7.	
8.	8.	
9.	9.	
10.	10.	
11.	11.	
12.	12.	
13.	13.	
TOTAL		

TYPED NAME AND GRADE OF SALES OFFICER

SIGNATURE