



National
Aeronautics and
Space
Administration

Request for Use of Administrator's Fund

(Submit in triplicate)

SECTION 1 - Completed by Requesting Official

1	TO: NASA HEADQUARTERS Finance Office Thru: Administrator's Office	FROM: INSTALLATION		
		NAME OF REQUESTING OFFICIAL	OFFICE CODE	TELEPHONE NO.

TYPE OF REQUEST



ADVANCE APPROVAL

CONTINUING AUTHORITY
(Advance approval mandatory)

OTHER (Specify) _____

1. DESCRIPTION OF ITEMS

2. ESTIMATED COST

1. DESCRIPTION OF ITEMS	2. ESTIMATED COST
TOTAL COST	

3. ADVANCE OF FUNDS DESIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO	4. AMOUNT DESIRED	5. DATE REQUIRED	6. APPROXIMATE DATE ACCOUNTING WILL BE MADE
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7. JUSTIFICATION: (Explain necessity of the proposed expenditure, including the reason for charging it to the Administrator's Fund and why advance of funds or need for continuing authority is necessary.)

MAKE ADVANCE PAYMENT TO (Typed name)	SIGNATURE OF REQUESTING OFFICIAL	DATE
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SECTION 2 - Administrator's Office Use Only

2	TO: NASA HEADQUARTERS Finance Office	FROM: NASA HEADQUARTERS Administrator's Office	APPROVAL NO.
			DATE

THIS REQUEST IS APPROVED

SCHEDULE NO.

THIS REQUEST IS DISAPPROVED FOR THE FOLLOWING REASON(S):

TYPED NAME OF APPROVING OFFICIAL	SIGNATURE OF APPROVING OFFICIAL
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