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**DAILY TRANSFER SUMMARY**

For use of this form, see AR 37-1; the proponent is ASA(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.	
<b>TOTAL</b>		<b>TOTAL</b>	

**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.	
<b>TOTAL</b>		

TYPED NAME AND GRADE OF SALES OFFICER

SIGNATURE

