

ROUTING AND TRANSMITTAL SLIP

DATE

TO: *(Name, Office Symbol, Room Number, Building, Agency/Post)*

Initials

Date

1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use as a RECORD of approvals, concurrences, disposals, clearances, and similar actions.

FROM: *(Name, Organization Symbol, Agency/Post)*

Room Number - Building

Phone Number