

**ROUTING AND TRANSMITTAL SLIP**

Date

<b>TO:</b> <i>(Name, office symbol, room number, building, Agency/Post)</i>	Initials	Date
1.		
2.		
3.		
4.		
5.		

	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 this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions**

<b>FROM:</b> <i>(Name, org. symbol, Agency/Post)</i>	Room No.--Bldg.
	Phone No.