NOTICE OF NON-FEDERAL CLAIMS RECEIVABLE

1. CLAIM NUMBER

2. DATE

INSTRUCTIONS: Prepare original and one copy. Forward original to Finance Division for related fund, with copy of initial Demand Letter. Retain one copy for document file

3. NAMES OF PARTIES CONCERNED	4. ADDRESSES OF PARTIES CONCERNED

5. TYPE OF CLAIM (Vehicle damage, property damage, excess costs, etc.)

6. APPROPRIATION USED FOR EXPENSE ACCOUNT

7. ACT NUMBER (If available)	8. DOLLAR AMOUNT OF CLAIM $
9. OFFICE ESTABLISHING CLAIM	10. SIGNATURE
	TITLE
	TELEPHONE NUMBER

11. THIS SECTION TO BE COMPLETED BY OFFICE ISSUING FINAL OPINION

a. OFFICE ISSUING FINAL OPINION	b. EXACT AMOUNT DUE $

REMARKS

c. SIGNATURE	d. TITLE	e. DATE