



United States
Department of
Agriculture

Forest
Service

XXXXXXXXXX

XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX

File Code: 6320/1580

Date: *

*

Dear *:

As a current (contractor/cooperator) with the US Forest Service, this letter is to request information regarding work you plan to complete, but not invoice by the 30th of the month, to ensure that our financial statements are accurate.

For Contract/Agreement No.(s) _____, please complete and submit the attached form to your (COR/Program Manager) at the following address no later than (September 15, December 15, March 15, June 15):

USDA, Forest Service
***** National Forest
Attn: (COR/Program Manager) Name
Address

We appreciate your compliance with this request, and value your continued business relationship. If you have any question, or need additional information, please contact your (Contracting Officer/Agreements Coordinator) at (____) ____-____.

Sincerely,

(Contracting Officer/Agreements Coordinator)

cc: Financial Resources
COR/Program Manager



Accrual Information

“Under (contract/agreement) number _____, as of September 30, 2003, I anticipate incurring the following estimated value of work for the project:
\$_____.

Of this amount, \$_____ has been invoiced, and \$_____ has not been invoiced.”

Vendor Name: _____

Vendor Address: _____

Completed by: _____

(Printed Name)

Signature

Date