

Reclamation Manual

Directives and Standards

Transfer to Internal Use Software

Remarks: To improve the process for transferring completed software in development to internal use software in a timely manner, and to ensure coordination and documentation of the date for such transfers, please complete your portion and route to the next office.

I. Description.

Work Breakdown Structure _____ Project _____
 Name _____
 Program/Module Number _____
 Program/Module Description _____

II. Status.

This program or module is substantially complete as of _____
 Signature _____ Date _____
 Title _____

III. Routing Slip for Notification and Follow-up of Transfer to Internal Use Software.

Please sign below to indicate that you have been notified of the transfer and will take the necessary actions related to completed internal use software.

To	Signature	Mail Code	Date
Local/Regional Property Office			
Reclamation Property Policy Section			
Finance and Accounting Division Personal Property Asset Accountant			
Working Capital Fund Manager and Advisor			
Regional Software Engineer			
Other			
Regional Financial Mgmt. Office (last)			