<Add Letter head>

<Insert Date>

Budget Reporting Branch

Central Accounting and Reporting Division

Bureau of Fiscal Service

P.O. Box 1328

Parkersburg, WV 26106-1328

<Insert AGENCY/BUREAU> request the following warrant(s) to be posted in the <Insert MONTH period>.

|  |
| --- |
| Warrant Type – BETC Code |
| Choose an item. |

Appropriations (remove if not applicable)

|  |  |  |
| --- | --- | --- |
| TAS | Legislation | Amount |
|  |  |  |
|  |  |  |

Special or Trust fund (remove if not applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| From TAS | To TAS | Legislation | Amount |
|  |  |  |  |
|  |  |  |  |

Rescission (remove if not applicable)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TAS | Source of Funds | Originating legislation | Legislation | Amount |
|  | Choose an item. |  |  |  |
|  | Choose an item. |  |  |  |

<Insert any additional information/comments>

If you have any question regarding this request, please contact <insert agency contact>.

Sincerely,

<insert signature>