

CWIP TRANSMITTAL MEMO

ATTACHMENT A

FROM: Department Director

TO: Director
Office of Financial Management & Budget

SUBJECT: Construction Work-in-Progress (CWIP)
Completed Projects and Substantially Completed Projects

DATE: _____

In accordance with reporting requirements specified in PPM CW-F-054 (Capital Projects Management Oversight) and CW-F-062 (Construction Work-In-Progress Accounting Policies) the CWIP activity status for the month of _____ is as follows:

Completed CWIP Projects

Fund	Dept	Unit	Object	Program Code	Project Description	Date of Completion	Docmt I.D. #	FAMO Use

Substantially Completed CWIP Projects (see definition in CW-F-062)

Fund	Dept	Unit	Object	Program Code	Project Description	Date of Completion	Docmt I.D. #	FAMO Use

Please attach additional documentation or notes as necessary.

cc: Manager, OFMB, Fixed Assets Management Office
 Manager, Finance, Acctg. & Financial Reporting
 Director, Risk Management