

FUND CITE AUTHORIZATION (FCA)

ADVICE NUMBER	CHANGE NUMBER	DATE ISSUED	EXPIRATION DATE
REQUESTED BY/ISSUED TO (Activity's name and address)		INDIVIDUAL ADMINISTERING FCA (Name, address, and telephone number)	

INSTRUCTIONS TO REQUESTING/RECEIVING OFFICE

This form may be used by an activity to request authority to cite funds or by the AFO to issue fund cite authority under the provisions of DFAS-DER 7010-1. Before the beginning of a period, an activity may submit this form to the AFO as a request for fund requirements for a specific period and specific purposes. The amount approved by the AFO is an estimate of the amount which may be obligated. You must advise the issuing AFO when it becomes apparent that obligations may exceed the amount made available on this form. Failure to do so may overobligate the funds administered by the AFO and result in a violation of DFAS-DER 7200-1. The recipient or person administering this document could be held responsible for the violation and subject to administrative discipline. Show the accounting classification and advice number on all obligation documents. Return a duplicate copy of this form to the issuing AFO as soon as all obligations have been incurred or on the expiration date, whichever comes first. Also return any outstanding commitment documents that authorize obligations which have not been incurred. The total amount of these documents should equal the total of the Commitment Amount columns. Send to the issuing AFO any obligation documents received after expiration of the period of the authority. DO NOT use this form after expiration even if an available balance remains. Keep the original form for your files. Instructions for maintaining this form are on the reverse.

To: Accounting and Finance Office

Request authority to cite funds and incur obligations for the purpose stated below, in amount of \$ _____, to cover estimated fund requirements for the period _____ to _____.

PURPOSE

REQUESTER'S NAME AND GRADE	REQUESTER'S SIGNATURE
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ACCOUNTING	THIS EXPIRES 30 SEP	AMOUNT
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This authority to cite funds and incur obligations in the amount shown above is approved. This is not an administrative subdivision of funds per DFAS-DER 7200-1.

TYPED NAME, ADDRESS, AND TELEPHONE NUMBER OF ISSUING ACCOUNTING	SIGNATUR
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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

