

MEMORANDUM :

TO :

SUBJECT : Acknowledgment of Indebtedness to the U. S. Government

1. This is to advise you that the Finance Division is not authorized to grant you a financial clearance from the Agency since the records of this office show that you are indebted to the U. S. Government in the amount of \$_____. This indebtedness is represented by the following types of overpayments or advances made to you and/or represent the balances of funds unaccounted for by you as of _____ . This amount does not include any unreported advances which you may have received from overseas installations, other than your last PCS Station.

- a. Salary and/or Allowances _____ \$ _____
- b. Travel and/or Transportation _____ \$ _____
- c. Operational _____ \$ _____
- d. Other _____ \$ _____

Total \$ _____

2. It is requested that you acknowledge this indebtedness by affixing your signature in the space provided below. You are further advised that, before effecting final payment of all amounts due you by this Agency, the Finance Division will offset any of the following credits you may have with this Agency against the above mentioned indebtedness, in the order shown below, until the indebtedness is fully liquidated:

- a. Approved claims currently in process,
- b. Final salary, allowances and terminal leave,
- c. Retirement deposits.

Date

Signature of Certifying Officer

I certify that I have read and understood the above and hereby acknowledge an indebtedness to the U. S. Government in the amount of \$ _____

Date

Signature

Note: Use reverse side for additional information or remarks.