

CHANGE REQUEST COVER SHEET

Change Request Number: 09-89

Date Received: 9/9/09

Title: FAA Request for Approval of Chief Financial Officer (CFO) Form

Name: Donna Powers

Routing Symbol: AFC-100

Phone: 202-267-9003

Policy OR Guidance: Guidance

Section/Text Location Affected: AMS Procurement Guidance, T3.2.1.4 CFO Requirements, C: Forms (Request for Approval of CFO)

Summary of Change: The change is to the signature page of the CFO Request for Approval Form. This change adds the name and case number for individual packages and places the signature blocks in the order required, i.e., the procurement attorney should sign off on the package prior to the ATO-F Vice President.

Reason for Change: To allow for better identification and tracking of individual packages and to resolve confusion some program offices' experienced with regard to the order of required signatures.

Development, Review, and/or Concurrence: AFC-100

Target Audience: FAA Acquisition Workforce

Potential Links within FAST for the Change:
http://fasteditapp.faa.gov/ams/do_action#FAA_1600

Attachments: Yes. Redline and final version

Briefing Planned: No.

ASAG Responsibilities: No.