Agency Name: 
Agency Code: 

Type of Loan: 

PART A. LOAN AUTHORIZATION

DOA Authorization Number: 

Program/Project/Grant Title: 
Appropriation Code (Program/Fund Detail): 
Loan Authorization Amount: 
Loan Authorization Date: 

PART B. AGENCY TAKEDOWN REQUEST AND ACKNOWLEDGMENT:

I acknowledge (a) receipt of advice of the loan authorization referenced above, and the conditions attached thereto; (b) responsibility to adhere to those conditions and arrange repayment of the loan made on such authorization by the date specified therein; and (c) request for the current takedown as listed below.

Total Loan Authorization: ______________________
Current Takedown Request: ______________________
Previous Takedowns: ______________________
Total Takedowns: ______________________

Loan Authorization Balance: ______________________

Takedown Number: ________ Date: ________________

By Borrower: ________________________________
Title: ________________________________

PART C. POSTING

Department of Accounts

Recorded:
Date: ________________ Reference Number: ________________
Loan Fund Code: ________________

By ________________________________
Title ________________________________

Distribution:
Financial Analysis and Services Unit, DOA
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