



## QUICK REFERENCE FOR DISTRIBUTION OF COPIES

*See Chapter 6.1 of the Technical and Administrative Services Procedures manual for complete instructions.*

### RECEIPTS:

<b>WHITE</b>	Originator for ledger posting action, then placed on completed document file.
<b>GREEN</b>	Use as required; otherwise, destroy.
<b>PINK</b>	Forward to applicable Branch/Region when required.
<b>BLUE</b>	Forward to FMB, Technical and Administrative Services, Victoria when required.

### TRANSFER:

#### **A External — between Branches/Regions/Districts**

<b>WHITE</b>	Originator for ledger posting action, then placed on completed document file.
<b>GREEN</b>	Packing note with the shipment, and used by consignee for ledger posting action, then placed on completed document file.
<b>PINK</b>	Forward to applicable Branch/Region when required.
<b>BLUE</b>	Forward to FMB, Technical and Administrative Services, Victoria when required.

#### **B Internal — within Branches/Regions/Districts or District-to-District within the same Region**

<b>WHITE</b>	Originator for ledger posting action, then placed on completed document file.
<b>GREEN</b>	Packing note with the shipment, and used by consignee for ledger posting action, then placed on completed document file.
<b>PINK</b>	Forward to applicable Branch/Region when required.
<b>BLUE</b>	Use as required; otherwise, destroy.

#### **C Personal Assignment Transactions (issue/return)**

<b>WHITE</b>	Originator stores section for posting to FS 1045 and ledger action, then file completed.
<b>GREEN</b>	Given to individual concerned.
<b>PINK</b>	Use as required; otherwise, destroy.
<b>BLUE</b>	Use as required; otherwise, destroy.

#### **D Loans — require approval of Branch Director, Regional/District Manager**

<b>WHITE</b>	Originator for ledger posting action, then file completed.
<b>GREEN</b>	Given to individual or agency concerned.
<b>PINK</b>	Use as required; otherwise, destroy.
<b>BLUE</b>	Use as required; otherwise, destroy.

### WRITE-OFFS

<b>WHITE</b>	Originator for ledger posting action, then placed on completed document file.
<b>GREEN</b>	Given to individual concerned with the loss; otherwise, destroy.
<b>PINK</b>	Forward to applicable Branch/Region when required.
<b>BLUE</b>	Forward to FMB, Technical and Administrative Services, Victoria when required.