

SAMPLE

263 FW 2
Exhibit 3

IN REPLY REFER TO:
BA/BF
MAIL STOP 60188

Memorandum

To: Division of Fish Hatcheries
From: Finance Officer, Region 6
Subject: Certification of Principal and Alternate Collection Officer

We are updating the certification of Principal and Alternate Collection Officers for your organization. The Principal Collection Officer is Mary Smith and the Alternate is John Doe. Please return this memo verifying at the bottom that the above information is correct or incorrect. If this information is not current, indicate the new Collection Officer's name and an updated certification form will be sent for completion. For future reference, any changes in Collection officers should be provided to Budget and Analysis, MS 60188, so Revocation and Designation forms can be completed.

Questions should be directed to Sam Sinclair at (900) 444-5555.

INFORMATION IS CORRECT _____ INFORMATION IS NOT CORRECT _____

NEW PRINCIPAL COLLECTION OFFICER IS _____

NEW ALTERNATE COLLECTION OFFICER IS _____

SIGNATURE OF AUTHORIZING OFFICIAL _____

DATE _____.