

MILITARY TRANSITION (3103)
MONTHLY INSTRUCTIONS

1. Request cash from MDA for payroll and travel by completing the “Request for Cash” form each month.
2. When warrant is received, receipt it in through SAAS.
3. Process travel as it is turned into the office by the Military Transition staff.
4. Complete monthly a Reporting Worksheet on expenditures. Completed worksheet should be given to MDA – Wanda Land.
5. Date stamp documentation and keep copies for file.