

REGIONAL OFFICE/LTS
REGIONAL/LTS QUARTERLY SUMMARY OF DISKETTES RECEIVED/REJECTED/TRANSMITTED
As of _____

	RDO No.						RDO No.					
	Regular		Replacement		Total		Regular		Replacement		Total	
	No. of diskette	No. of files										
FOR CHECKING												
Beginning Balance												
Add: Received			(D)									
Total for Checking												
(A) Less: Rejected												
Balance for Checking												
(B) Less: Checked Diskette												
Ending Balance												
FOR TRANSMITTAL												
Beginning Balance Diskette Checked but not yet Transmitted												
Add: Checked Diskettes (B)												
Total												
Less: Transmitted												
Ending Balance												
FOR RETURN TO TP												
Beginning Balance												
Add: Rejected Diskette (A)												
Total												
(C) Less: Returned to TP												
Balance												
FOR REPLACEMENT												
Beginning Balance for Replacement												
Add: Rejected and Returned to TP (C)												
Total												
Less: Replaced (D)												
Balance End												

