**General Services Administration**

Federal Acquisition Service  
Technology Transformation Services

1800 F St NW | Washington, DC | 20405

TTS MPP

Approval email template

This template should be used to obtain Supervisor and Finance approval, which will be needed for posting an Issue to the TTS MPP. Upon receipt of the final approval, please print the entire thread out as a PDF and attach it to the TTS MPP New User Story submission form.

# Supervisor and Finance approval

**{{User-Story-Title}} - Request for approval**

Hello {{Supervisor}} and {{Finance-POC}},

Our team has discussed and created {{User-Story-Title}} to address a particular need of our team. Specifically, we need to address the following user story:

{{User-Story}}

The estimated cost to complete this is ${{IGCE}}.

{{Supervisor}}, please reply-all and indicate that funds may be used from {{Project-Team}}’s budget to address this need. Your approval can be as simple as replying with:

-------------

I approve the use of funds from {{Project-Team}}’s accounting line {{Accounting-Line}} for {{User-Story-Title}}.

-------------

{{Finance-POC}}, upon receipt of {{Supervisor}}’s email, please reply-all and verify that funds are available for this purpose. Your approval can be as simple as replying with:

-------------

I have verified that {{Project-Team}} has ${{IGCE}} in and can use {{Accounting-Line}} to pay for {{User-Story-Title}}.

-------------

Thank you, both, in advance!