



U.S. Department of Housing and  
Urban Development, Region IX  
Los Angeles Field Office  
611 W. 6th Street, 8th Floor  
Los Angeles, California 90017

**HUD**  
**Office of Community Planning and Development**

**Information Bulletin**  
**Issue No. CPD-2010-04**  
**Date: November 30, 2009**

MEMORANDUM FOR: All Consolidated Plan Coordinators and Fiscal Staff

**Signed W. Vasquez**

FROM : William G. Vasquez, Director, Office of Community Planning and  
Development, Los Angeles Area Office, 9DDS

SUBJECT: Federal Cash Transaction Report, SF 272

This is to advise you of the Office of Management and Budget (OMB) requirement concerning the submission of the Federal Cash Transaction Report Standard Form 272 (SF 272) to the HUD Field Office. OMB requires the quarterly submission of the SF 272 report in order to obtain financial information from recipients of Federal funding assistance. Please ensure that the appropriate financial staff responsible for the completion of the Federal Cash Transaction Report receives a copy of this information bulletin. Also, the Federal Cash Transaction Report must be submitted even if you have not drawn Federal funds during a quarter.

The SF 272 Report must be submitted quarterly according to the following schedule:

- 1<sup>st</sup> Quarter - period covered January 01 to March 31  
Due to Field Office: April 15
- 2<sup>nd</sup> Quarter - period covered April 01 to June 30  
Due to Field Office: July 15
- 3<sup>rd</sup> Quarter - period covered July 01 to September 30  
Due to Field Office: October 15
- 4<sup>th</sup> Quarter - period covered October 01 to December 31  
Due to Field Office: January 15

Please be advised that if the SF 272 report is not received by the due dates identified, a grantee's line of credit through the Integrated Disbursement Information System (IDIS) may be suspended. Please mail the SF 272 report to the following address:

U.S. Department of Housing and Urban Development  
Community Planning and Development  
Attention: Financial Analyst  
611 West 6<sup>th</sup> Street  
Los Angeles, CA. 90017

If you have any further questions regarding these requirements you may contact your Community Planning and Development Representative or Develyn Rhodes-Johnson, Financial Analyst at (213) 534-2587.

J: Team 2, formula correspondence 272 information bulletin c p 2009