

(DoC) NOAA COLLECTION DOCUMENTATION FORM

The purpose of this form is to provide documentation when submitting checks for deposit to the NOAA Western Finance Branch (WFB). Please complete this form, attach the check(s), and submit them to:

WFB – Bldg. 1 WC1
Attn: Lynn Wilmot
7600 Sand Point Way NE
Seattle WA 98115-6349

Date Line Office Received Check:

Customer Name (usually the party that signed the check):

Customer Address:

Date of Check:

Amount of Check:

Line Office Org Code:

Object Class Code:

Project Code:

Task Code:

Reason for Receipt of Check (e.g., vendor refund or rebate, capital credit, overpayment on a travel voucher, incorrect use of Gov't purchase/travel card [see Note 2]):

If this check reimburses an expenditure:

- (1) Specify the date of the related expenditure.
- (2) Include any purchase order #, contract #, or travel voucher # related to the expenditure.
- (3) Provide any specific invoice date and number related to the expenditure.

1.
2.
3.

Line Office Contact (print name):

Signature of Line Office Contact:

Phone Number:

NOTES:

1. For credits or refunds on purchase orders, please ask the vendor to send the check directly to the line office (not to WFB.)
2. When a Government purchase card or travel card has been used incorrectly, the cardholder must also submit to WFB a memo from the cardholder's approving official/supervisor explaining the reasons for the error.
3. Checks deposited to the general fund still require the line office organization code.

If you have any questions, please contact Lynn Wilmot at (206) 526-4427, Robin Yim at (206) 526-4658, or Sharon Allen at (206) 526-4638.