

Reimbursable Project Allotment/UCO Request Form Instructions

The Reimbursable Project Allotment /UCO Request Form has been developed for use in submitting a request for the Budget Office to establish an unfilled customer order (UCO) and an allotment for a reimbursable project. This Form should be submitted for all reimbursable projects; those supported by reimbursable agreements and billed based on costs incurred (either in advance or in the following accounting period) as well as those that may not be supported by reimbursable agreements and are billed on a fixed fee basis (e.g., sales, civil monetary penalties, or other special projects). The Form should be signed and sent to the Budget Office, and a copy should also be forwarded to the Finance Office. The additional information needed by the Budget Office to establish the unfilled customer order for the reimbursable sales/fixed fee projects has been included on this Form.

The following table describes the information that should be entered for each field on the Form:

<u>Field Name</u>	<u>Description</u>
<i>Fund Code</i>	Enter the reimbursable fund code: 5, 6, or 7 associated with the project.
<i>LO</i>	Enter the first two digits of the organization code for the Line Office with primary responsibility for the reimbursable agreement or the reimbursable sales/fixed fee project.
<i>Reimbursable Project Code</i>	Enter the CAMS reimbursable project code
<i>Reimbursable Agreement/TWA Number (If Applicable)</i>	Enter the reimbursable agreement number or temporary work authority (TWA) number supporting the request. Leave this field blank if request is for a reimbursable sales/fixed fee project.
<i>Related Direct Project Code</i>	Enter the direct project code that costs should be transferred to in the event of an overrun. Note: The Line Office will be notified if a cost transfer is required.
<i>For Reimbursable Sales/Fixed Fee Projects:</i>	This section should be completed when requesting an unfilled customer order and allotment for a reimbursable sales/fixed fee project.
<i>Customer and Contact Number</i>	Enter the generic customer and contact number established for the activity associated with the reimbursable sales/fixed fee project. If not known, contact the Finance Office representative for your LO.
<i>Remitt Code:</i>	Enter the code for the mailing address to which a customer should send payment. A list of the acceptable codes and their descriptions is attached.

<u>Field Name</u>	<u>Description</u>
<i>Admin Code:</i>	Enter the code for the office that processes the receivable transactions associated with this project. A list of the acceptable codes and their descriptions is attached.
<i>Orig Code:</i>	Enter the code for the line office requesting the unfilled customer order and allotment. A list of the acceptable codes and their descriptions is attached.
<i>Description of Activity</i>	Describe the activity done by the reimbursable sales/fixed fee project. Be as specific as possible.
<i>Required for All Projects:</i>	The remainder of the form should be completed when requesting an unfilled customer order and allotment for both reimbursable projects supported by a reimbursable agreement and reimbursable sales/fixed fee projects.
<i>Federal</i>	Check this box if the customer is a federal agency.
<i>Non-Federal</i>	Check this box if the customer is not a federal agency.
<i>Advance</i>	Check this box if payment must be received before work is performed. The fund code entered above must be a 5 or 6.
<i>Non-advance</i>	Check this box if payment is not made in advance. The fund code entered above must a 7.
<i>Allotment:</i>	
<i>New</i>	Check this box if this allotment request is the first one for the fiscal year.
<i>Increase</i>	Check this box if the allotment amount should be increased.
<i>Decrease</i>	Check this box if the allotment amount should be decreased.
<i>Amount</i>	Amount of total amount for a new allotment request. The allotment amount should not exceed the the unfilled customer order amount entered below. For an increase, enter the amount to be increased with a plus (+). For a decrease, enter the amount to be decreased with a minus (-).
<i>Allotment Distribution</i>	For a new allotment, enter the amount the Budget Office should establish for each quarter. The total of the four quarters should not exceed the total allotment amount entered above. For an increase or decrease, enter the appropriate share of the total increase or decrease for each quarter with the appropriate plus or minus.

<u>Field Name</u>	<u>Description</u>
<i>Unfilled Customer Order:</i>	
<i>New</i>	Check this box if this request is the initial entry of the unfilled customer order. A new unfilled customer order should be entered for carryover, new agreements, and new funding modifications to existing agreements.
<i>Amount</i>	Enter the total amount to be entered for the unfilled customer order.
<i>Mod</i>	Check this box if this request is a modification to an existing customer order. Modifications to orders are for user mistakes (such as entering the wrong dollar amount) or for extensions to the period of performance only. The Customer Reference Number should be updated to the latest modification number for the no-cost time extensions.
<i>Order #</i>	Enter the original unfilled customer order number. This number can be found in the Customer Order No. column on the Orders Tab on the Reimbursable Agreement screen (RADG002).
<i>Mod Amount</i>	Enter the amount the unfilled customer order should be increased with a plus (+) or decreased with a minus (-).
<u>NOAA Line Office Contacts:</u>	
<u>Billing Contact Name</u>	<u>Enter the name of the NOAA Line Office person the Finance Office should contact with any billing questions.</u>
<u>Phone Number</u>	<u>Enter the phone number for the NOAA person described above.</u>
<u>Program Contact Name</u>	<u>Enter the name of the NOAA person responsible for the activity (may be the same as the billing contact).</u>
<u>Phone Number</u>	<u>Enter the phone number for the NOAA person described above.</u>
<u>Organization Code</u>	<u>Enter the organization code for the NOAA program contact.</u>
<u>Email Address</u>	<u>Enter the email address for the NOAA person responsible for the activity.</u>
<u>Special Requirements:</u>	<u>Enter the billing instructions and/or any other unique circumstances surrounding this project.</u>
<u>Approval:</u>	
<u>NOAA Program Manager</u>	<u>The Form should be signed by the manager responsible for the program along with their typed or printed name, title and date of signature.</u>

Listing of Acceptable Codes

Remittance Codes:

BIS/REIMB	Lockbox Remittance Address for BIS Reimbursable
CASC	Central Administrative Support Center
EASC	Eastern Administrative Support Center
MASC	Mountain Administrative Support Center
WASC	Western Administrative Support Center
NOAA/REIMB	Lockbox Remittance Address for Reimbursables

Administrative Office Codes:

BIS/GT	BIS - Germantown Finance Office
CASC	Central Administrative Support Center
EASC	Eastern Administrative Support Center
HQTRS	Germantown Finance Office
MASC	Mountain Administrative Support Center
WASC	Western Administrative Support Center

Originating Office Codes:

ASHVIL	Asheville Deposits
BIS-HQ	US Department of Commerce - BIS
CASC	Central Administrative Support Center
EASC	Eastern Administrative Support Center
HQTRS	Germantown Finance Office
MASC	Mountain Administrative Support Center
MOCA	Marine Operations Center Atlantic
NESDIS	Nat Env Satellite, Data & Info Srvce
NMFS	National Marine Fisheries Service
NOS	National Ocean Service
NWS	National Weather Service

OAR	Office of Oceanic & Atmospheric Research
OFA	Office of Finance and Administration
OMAO	Office of Marine Aviation Operations
WASC	Western Administrative Support Center