

(DoC) NOAA COLLECTION DOCUMENTATION FORM

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

DOC/NOAA/AOD/WOB, WC-1
Attn: Accounts Receivable
7600 Sand Point Way NE
Seattle WA 98115-6349

Today's Date:

Date Check Was Received:

Customer Name:

(Usually the party that signed the check)

Customer Address:

Date of Check:

Amount of Check:

Fund Code:

(REQUIRED for depositing checks)

Line Office Org Code:

(For general fund checks see Note 3)

Object Class Code:

(For general fund checks see Note 3)

Project Code:

(For general fund checks see Note 3)

Task Code:

(For general fund checks see Note 3)

Reason for Receipt of Check:

(E.g., vendor refund or rebate, capital credit, overpayment on a travel voucher, incorrect use of Gov't purchase card [see Note 2])

If this check reimburses an expenditure:

- (1) Specify the item or service acquired. 1.
- (2) Specify the date of the expenditure. 2.
- (3) Include any related purchase order # (plus invoice # and date), contract # , or travel voucher #. 3.

Line Office Contact (Print name):

Signature of Line Office Contact:

Contact Phone Number:

NOTES:

1. For credits or refunds on purchase orders, please instruct the vendor to mail the check directly to the line office (not to NOAA/Finance).
2. When an incorrect purchase has been made using a Government purchase card, the cardholder is requested to follow these procedures:
 - i. The purchase card holder will write a memorandum to his/her supervisor, Division Director, or the credit card approving official explaining the circumstances of the unauthorized use of the purchase card.
 - ii. The supervisor/Division Director/approving official shall then prepare a memorandum to the attention of Shannon Nelson, Acquisition Management Specialist, Simplified Acquisitions, WC3, 7600 Sand Point Way, NE, Seattle, WA 98115-6349. State what actions have been taken in response to this and what steps have been taken to prevent it from happening again.
 - iii. Send the documents and reimbursement check to DOC/NOAA/AOD/WOB, WC-1, attn: Accounts Receivable, 7600 Sand Point Way, NE, Seattle, WA 98115-6349. Upon receipt of the requested documents, Finance will then forward a copy of the documents to Shannon Nelson for review and approval.
3. General Fund: For checks deposited to the general fund, please specify the line office organization code; the project, task, and object codes are not required.
4. Rebate Checks: When a REBATE form is completed or a rebate check is requested from a vendor, please be sure to specify that the rebate check should be made payable to: DOC/NOAA (not to the individual employee).
5. If the line office receives a check that is payable to a NOAA employee – rather than to DOC/NOAA – have the employee endorse the back of the check and include the statement "For Deposit Only to DOC/NOAA".

If you have any questions please contact:

- * **Robin Yim - accounts receivable, robin.y.yim@noaa.gov, 206-526-4658**
- * **Seong Yang - supervisory accountant, seong.s.yang@noaa.gov, 206-526-4637**