

Instructions for Processing a Requisition Type Payment

Requisition type payments are typically:

- Booth rentals or construction for Seafood Expo's/Workshops/Symposiums
- Memorandum of Agreements (MOA)
- Memorandum of Understanding (MOU)
- Membership Dues
- Meeting Room rentals, etc.

Please provide the following to foreign.payments@noaa.gov:

1. **CD-435** - serves as an obligating document
 - a. Please provide a requisition number on the CD-435 which will serve as the award/order number in CBS. Please add additional funding to cover the conversion rate difference if payment is in a foreign currency.
2. Copy of the **MOA/MOU** or a **Statement of Work**
3. **Vendor Invoice** or completed **SF-1034** (Public Voucher for Purchases and Services Other Than Personal)