April 12, 2016

MEMORANDUM FOR: Distribution

FROM: Gary Reisner
      Director, NOAA Budget Office

SUBJECT: Establishing and/or Eliminating Object Classes

This memo provides a procedure on establishing new object classes or eliminating unnecessary current object classes. All original requests to establish or eliminate object classes should be sent to the Office of Budget and a copy to the Finance Office. The address is as follows:

NOAA Budget Office – John K. Longenecker
HCHB, Room 62024RA
Phone number - 202-482-3939
Email address – john.k.longenecker@noaa.gov

These requests must include why the action is needed, what type of costs (service or good), and a Point of Contact.

The Office of Budget will review and forward their recommendation to the Finance Office, who will continue the listing and description of object classes on the Finance web page.

Distribution:
Management and Budget Chiefs
Chief Financial Officers
Staff Office Directors

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