

Reimbursable Project Allotment/UCO Request Form Instructions

The Reimbursable Project Allotment /UCO Request Form has been developed for LO/FMC reimbursable users to submit as a request for the Finance Office (Accounts Receivable Branch) to establish an unfilled customer order (UCO) and for the NOAA Budget Office to establish an allotment for a reimbursable project. This form should be submitted, per Reimbursable Standard Operating Procedures, when requesting new funding or changes to funding or period of performance for all reimbursable projects. Projects supported by reimbursable agreements and billed from the CBS Reimbursable Agreements Module based on costs incurred (either in advance or in a following accounting period) are referred to as WIP projects. Those that may not be supported by formal reimbursable agreements and are billed outside of the reimbursable agreements module on a fixed fee basis (e.g., fixed fee sales, services, or other special projects) are referred to as Reimbursable Sales/Fixed Fee (RSFF) projects.

For WIP projects, this form should be completed, signed, and forwarded, along with a copy of the reimbursable agreement or modification and cover sheet, the funding document (for Federal sponsors), The OGC clearance memo, the Project Code Request form, and any advance payment or overhead waiver approvals through the appropriate Line Office headquarters reimbursable contact, to your Finance billing contact. Finance will review the documents and the unapproved RADG002 Reimbursable Agreement transaction and let the LO headquarters reimbursable contact know if any changes are required. *{Note that reimbursable policy, effective July 1, 2007, states that each funding document from a customer must be associated with a unique RADG002 agreement transaction and project code. The only exceptions will be when multiple funding documents associated with a specific project, agreement, and customer have the same funding period (i.e., if two funding documents are good for the same two years, they can be associated with the same RADG002 agreement).}* If no changes are required (or once corrections have been made), Finance will approve the RADG002 transaction, record the RADG003 Unfilled Customer Order transaction, and forward copies of the documents to your Budget Execution contact so they can record the allotment for the project. Note that allotments for advance projects will be recorded weekly, based on collections received.

For RSFF projects, this form should be signed and sent, along with a copy of any related documentation (i.e., agreement, contract, purchase order, funding document, etc.), through the Line Office headquarters reimbursable contact to your Finance billing contact. Finance will review the documents and forward copies of the documents to your Budget Execution contact so they can record the allotment for the project. Budget Execution will record the allotment for the project. Finance will process customer bills and collections according to the instructions provided on, or with, 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 associated with the project: 06 or 07 for NOAA WIP projects and 96 or 97 for NOAA reimbursable sales/fixed fee projects.
<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 CFS reimbursable project code
<i>Program Code</i>	Enter the CFS program code
<i>Reimbursable Agreement Number (If Applicable)</i>	Enter the reimbursable agreement number supporting the request. This should be the RA/Contract No. from the RADG002 Reimbursable Agreement screen. Leave this field blank if request is for a reimbursable sales/fixed fee project.
<i>TWA Number (If Applicable)</i>	Enter the temporary work authority (TWA) number supporting the request if it is not yet supported by a formal agreement. This should be the TWA No. from the RADG002 Reimbursable Agreement screen. 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>Customer/Contact No. Name</i>	Enter the customer/contact number and name recorded for the reimbursable agreement or established for the activity associated with the reimbursable sales/fixed fee project.
<i>Description of Activity</i>	Describe the activity to be performed under the reimbursable project. Be as specific as possible.
<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 06 or 96 for NOAA.
<i>Non-advance</i>	Check this box if payment is not made in advance. The fund code entered above must be 07 or 97 for NOAA.
<u><i>Unfilled Customer Order: New</i></u>	<i>(This section should be completed for WIP projects/agreements only. Unfilled Customer Orders are not recorded in RADG003 for RSFF projects.)</i> Check this box if this request is for the initial entry of an unfilled customer order for the current fiscal year. A new unfilled customer

	order should be entered for each fiscal year; e.g., new funding documents or modifications to existing agreements for the current fiscal year (where no carryover was recorded for the current fiscal year). <i>Note: If a new funding document is received for an existing agreement, it must have the same funding period to be handled as a modification. Otherwise, a new RADG002 agreement must be established for the new funding.</i>
Amount	Enter the total amount (dollars and cents) of the new unfilled customer order to be recorded. This should be the agreement amount being funded by the customer for the current fiscal year.
Mod	Check this box if this request is a modification to an existing customer order. Modifications to orders are for funding modifications to existing agreements for the current fiscal year (where carryover or other funding has been recorded for the current fiscal year), user mistakes (such as entering the wrong dollar amount), or for extensions to the period of performance. The Customer Reference Number on the RADG002 screen should be updated to the latest modification number for funding modifications and no-cost time extensions.
Order #	Enter the original unfilled customer order number. For reimbursable agreements, this number can be found in the Customer Order No. column on the Orders Tab on the Reimbursable Agreement screen (RADG002). The format is FY-01 (e.g., 2007-01).
Mod Amount	Enter the amount (dollars and cents) the unfilled customer order should be increased with a plus (+) or decreased with a minus (-). This should be the current agreement modification amount being funded by the customer.
<u>Allotment:</u> New	<i>(This section should be completed for all reimbursable projects.)</i> Check this box if this allotment request is the first one for the fiscal year for this project.
Increase	Check this box if the allotment amount for this project should be increased.
Decrease	Check this box if the allotment amount for this project should be decreased.
Amount	For a new allotment, enter the total allotment amount (dollars and cents) being requested. For an increase to an allotment, enter the amount of the increase with a plus (+). For a decrease to an allotment, enter the amount of the decrease with a minus (-). The allotment amount should never exceed the unfilled customer order amount entered above.
Organization Code	Enter the first two segments (FMC level) of the organization code to be used for recording the allotment.
Allotment Distribution	For a new allotment, enter the amount (dollars and cents) Budget

	Execution 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 (dollars and cents) of the total increase or decrease for each quarter with the appropriate plus or minus.
<u>NOAA Line Office Contacts:</u> <i>Billing Contact Name</i>	Enter the name of the NOAA Line Office person the Finance Office should contact with any billing questions.
<i>Phone Number</i>	Enter the phone number for the NOAA billing contact.
<i>Program Contact Name</i>	Enter the name of the NOAA person responsible for the activity (may be the same as the billing contact).
<i>Phone Number</i>	Enter the phone number for the NOAA program contact.
<u>Special Requirements:</u>	Enter the billing instructions and/or any other unique circumstances or requirements related to this project.
<u>Approval:</u> <u>NOAA Program Manager</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.
<i>RADG002 Control Number</i>	Enter the RADG002 Control Number for the Reimbursable Agreement. For Reimbursable Sales/Fixed Fee (RSFF) projects, enter "N/A".
<i>RADG003 Control Number</i>	Line Office/FMC users should leave this field blank. Finance will use this field to record the RADG003 Control Number after they enter the Unfilled Customer Order.