



## INSTRUCTIONS

1. Check the applicable code and use separate sheet for each cost charge. Accounting symbols to be used are as follows:

Custodial employees	126.112
Mechanics	126.122
Regular wage board custodial employees (Region 3 - only - employees at Ft. Meade, Germantown, etc.)	126.142
Movers (Region 3 - only)	126.152

2. Self - explanatory
3. Show address of your accounting center.  
*NOTE: Each region will establish dates for submission of this form*
4. Block No. For optional use by those regions which by agreement with the accounting center, use the codes in sorting checks.
5. List alphabetically employee's full name as it appears on payroll records.
6. Use "I" for initial uniform allowances, "S" for supplemental uniform allowance and "ADJ" for adjustment.
7. The authorized amounts will be furnished to the regions annually prior to the beginning of the new Fiscal Year.