

DEPARTMENT OF COMMERCE / NOAA COLLECTION DOCUMENTATION FORM

The purpose of this form is to provide documentation when submitting checks for deposit to the NOAA Mountain Finance Division (MFD). Please complete the form, attach the check(s) and submit to:

Mountain Finance Division - MC1
325 Broadway
Boulder, CO 80305

DATE CHECK RECEIVED IN LINE OFFICE:

CUSTOMER NAME:

CUSTOMER ADDRESS: (if address is on the check, not required)

CHECK DATE & AMOUNT:

CBS ACCS CODING (include object class):

REASON FOR RECEIPT OF CHECK:

(ex: refund, capital credit, erroneous payment refund (include reference number or copy of: purchase order, contract, travel voucher, etc.)

NOAA LINE OFFICE CONTACT, PHONE NUMBER AND SIGNATURE:

Signature

Note: Checks deposited to the general fund require the line office organization code. For credits or refunds on purchase orders, please ask the vendor to send the check to the line office, not directly to the MFD. We need this form as backup documentation form the line office in order to properly process the check inCBS.

If you have any questions, please contact Steve Tatum @ 303-497-6199 or Jo Shubert @ 303-497-6327.