

MEMORANDUM FOR: Distribution

FROM: Maureen E. Wylie
Chief Financial Officer

SUBJECT: Procedures for Establishing and/or Eliminating Object Class Codes

This memorandum provides a procedure on establishing new object classes or eliminating unnecessary current object class codes.

All original requests to establish or eliminate object classes should be sent to the NOAA Budget Execution Office and a copy to the Finance Office. The address is as follow:

NOAA Budget Execution Office
Attn: Robin E. Turner
HCHB, Room 6128, OFA33
Phone number: 202-482-2964
Email address: Robin.E.Turner@noaa.gov

These requests must include why the action is needed, what type of costs (goods or services), and a contact person.

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

This change should reduce the current time requirements in establishing and/or eliminating object classes.

Distribution:

Chief Financial Officer
Assistant Administrators
Management and Budget Chiefs
Acquisition and Grants Office
Information Systems Office
Finance Office