

ITA Accounting Memorandum 2006-01

October 5, 2005

MEMORANDUM FOR: Program Managers and Resource Managers

FROM: Leslie Hyland, Director of Accounting and Financial Systems

SUBJECT: FY 2006 Financial Management Activities

In an October 3, 2005, memorandum, the Chief Financial Officer and Director of Administration provided guidance for operating under a Continuing Resolution that extends through November 18, 2005. This memorandum addresses the following additional topics related to FY 2006 financial management activities.

- Commitment Accounting
- Accounting Codes
- Miscellaneous Items

Commitment Accounting

As noted in ITA Accounting Memorandum 2005-3, dated September 22, 2005, beginning on October 1, 2005, and continuing in the future, commitments will be recorded for the following:

- Work Requests (CD-410)
- Procurement Requests (CD-435)
- Training Requests (SF-182)
- Memoranda of Understanding
- Printing and Binding Requests (SF-1)

Copies of these documents must be sent (e.g., fax, interoffice mail, etc.) to the Office of Financial Management (OFM) Accounting Office for creation of a commitment as soon as approval to acquire goods or services is obtained, but before the actual order is executed.

Copies of approved Travel Orders (CD-29) should be sent to the OFM Accounting Office for obligation.

Regarding commitments, the contact persons are Vanessa Barksdale, (202) 482-5627, email: Vanessa.Barksdale@mail.doc.gov, Crystal Bush, (202) 482-8365, email: Crystal.Bush@mail.doc.gov, or Roxanna.Allen, (202) 482-8364, email: Roxanna.Allen@mail.doc.gov.

Accounting Codes

Accounting codes, including new codes established for FY 2006 activities, are available using the Accounting Classification Code Lookup Menu, via *OurPlace* on the ITA Intranet.

Any questions or requests for accounting classification code changes should be directed to Tom Doherty on 202-482-3153, email: Thomas.Doherty@mail.doc.gov.

Miscellaneous Items

Programs may or may not continue to designate a particular performance goal on FY 2006 accounting strings. The FY 2006 performance goals will change and the current reporting by goal is optional. Programs can continue to designate a goal (1 through 7) although the data will not be reported through this mechanism. For further information on FY 2006 goals, please contact Ed Meyer, (202) 482-3304, email: Ed.Meyer@mail.doc.gov.

Revised instructions for electronic funding cables have been developed and will be issued shortly in an ITA Accounting Memorandum.

In cases where an item that was previously accrued is being submitted for payment, the manual accrual form must accompany the payment request.

Cleared: _____
Jim Donahue, Deputy Chief Financial Officer