

Tuition Ordering and Payment Process Handbook – Appendix A-5

SUBJECT: NSTC Comptroller's Office Funding Code Directive.

PURPOSE: To inform NROTC Unit Ordering Officers of the required funding codes to use when generating documents in FASTDATA.

OVERVIEW: Funding codes are established to allow proper accountability of various cost elements for product and services used by the Department of the Navy. Attached to these funding codes is the assigned funds used to finance the various cost elements.

Although FASTDATA may contain Sub Object Class Codes (SOCC's) that appear to be better suited to the product or service description that the NROTC unit Ordering Officer is acquiring, it is critical that the proper fund codes that has the funding attached to them is used, not what appears to be the better description.

The NSTC unit Ordering Officers shall **ONLY** use the funding codes as directed by NSTC Comptrollers' Office when requesting funds.

Failing to utilize the proper funding codes is extremely manpower intensive to correct after the fact.

ACTION REQUIRED: The NROTC unit Ordering Officer's shall use only the appropriate funding codes per the NSTC Comptroller's Office current fiscal year directive. The NROTC unit Ordering Officer shall update this section with the current guidance issued by the Comptroller's Office.

CONTENTS:

- NROTC Expense Elements Pages 2
- Maritime Expense Elements Pages 3

FY2019	updated 31 Oct 2018	Type of Document/Categories	Responsibility Center	LAST 3-5 POSITIONS OF JOB ORDER NUMBER	Expense Element	OMB Object Class	OMB Sub Object Class	
		OM&N / MPN FUNDING - 1804 & 1453 NROTC UNITS						
		Defense Printing Service	3A	100	Q	253	25DP	**DAPS should be your only source for printing - prior to using commercial printing please contact Beth Kleinschmidt for guidance
		Forms Online	3A	100	T	260	2608	
		Unit Curriculum Book Purchase	3A	100	T	260	26BK	
		FedEx - NON Urinalysis	3A	100	N	233	2336	
		Supplies - NON Urinalysis	3A	100	T	260	2608	Please note that consortium's may have multiple ops job order numbers
		Phones - ALL phone charges - LAN lines / Cell Phones / Blackberries	3A	130	N	233	23PC	Please note that consortium's may have multiple ops job order numbers
		Copier Leases/Rental - ALL MIPR Form DD448's	3A	100	Q	253	25DP	
		Copier Rentals - Payments made to University	3A	100	Q	258	2580	
		Equipment Maintenance	3A	100	P	257	2570	
		E-Z Pass / I-Pass / Tolls	3A	100	E	210	210T	
		Bus Rental if associated with travel - non-NSO	3A	100	E	210	210T	
		Bus Rental not associated with travel (local events) - non-NSO	3A	100	Q	253	250T	
		Subscription/Publications	3A	100	T	260	2608	
		Staff & MIDN Reimbursements such as gym fees; parking fees; medical etc.,	3A	100	Q	258	2580	
		Student MIDN - NCLEX reimbursement	3A	100	Q	252	25NR	
		Training (example: CPR training)	3A	100	Q	258	2580	
		MISC Cost (engraving of Active Duty Staff nameplates; photo's for Command Board; etc.)	3A	100	Q	258	2580	
		MIDN Hard Plastic Name Tags - purchase with either no engraving or engraving by unit with an on-site engraving machine	3A	100	T	260	2608	
		MIDN Hard Plastic Name Tags - purchase with engraving included or previously purchased as a supply item (2607) but currently being sent for engraving	3A	100	Q	258	2580	
		Organizational Items (ex: flight suits; camelbacks; etc.) purchased directly from DLA - DD1348	3A	100	T	260	26CT	
		Organizational Items (ex: flight suits; camelbacks; etc.) purchased directly from NEX - GPC - Government Purchase Card - prior approval needed from OD	3A	100	T	260	2608	
		Cable/Direct T V	3A	100	N	233	23PC	
		Rental - storage; conference rooms, etc.	3A	100	M	232	2321	
		Equipment	3A	100	W	310	3106	
		Freight/Shipping Charges	3A	100	L	220	2201	
		Scholarship Tuition	3B	Applicable to semester/quarter	Q	252	25NR	PRODUCT SERVICE CODE - U005 (TUITION LEADING TO A DEGREE)
		Tutoring and convenience check fees	3D	200	Q	252	25NR	
		ALL TRANSACTIONS WITH UNITED STATES POSTAL SERVICES to include Rental Of Postage Machines and associated service fees (ex: Stamps.com or Pitney Bowes Rental)	3F	NP0	N	233	2336	
		NSO - unit supplies	3H	NS1	T	260	2608	
		NSO - unit bus service if associated with travel	3H	NS1	E	210	210T	
		NSO - unit bus service not associated with travel (local travel)	3H	NS1	Q	258	2580	
		URINALYSIS - Supplies	KD	160	T	260	2608	
		URINALYSIS - FedEx	KD	160	N	233	2336	
		STA21 - Tuition	SA	Applicable to semester/quarter	Q	252	25SA	
		STA21 - Books	SA	401	T	260	26BK	Please note that consortium's may have multiple job order numbers
		Proceed / Initial Travel	3I	74710	E	210	210T	
		Discharge Travel	3I	74720	E	210	210T	
		MRE's / TOTEMS - DD1348	3G	73713	T	260	26SU	
		Subsistence in Kind (SIK) - meals directly purchased from galley (either NC2275 or DD448)	3G	73713	Q	258	2580	
		Uniform Scholarship - to include purchase of name tapes - Purchased directly from DLA - DD1348	3E	72720	T	260	26CT	
		Uniform Scholarship - to include purchase of name tapes - Purchased directly from NEX - GPC - Government purchase card - prior approval needed from OD	3E	72720	T	260	2608	
		Uniform College - to include purchase of name tapes - Purchased directly from DLA - DD1348	3N	72721	T	260	26CT	
		Uniform College - to include purchase of name tapes - Purchased directly from NEX - GPC - Government purchase card - prior approval needed from OD	3N	72721	T	260	2608	
		Alterations Scholarship - to include sewing of name tapes	3C	72694	Q	258	2580	
		Alterations College - to include sewing of name tapes	3M	72695	Q	258	2580	
		** ALL CONVENIENCE CHECK FEES SHOULD BE CHARGED TO THE DOCUMENT THAT WAS CREATED FOR PURCHASE						

FY2019	updated 09 Oct 2018								
Type of Document/Categories	LAST 3 POSITIONS OF JOB ORDER NUMBER	Expense Element	OMB Object Class	OMB Sub Object Class					
OM&N FUNDING - 1804 MARITIME UNITS									
Defense Printing Service	100	Q	253	25DP					**DAPS should be your only source for printing - prior to using commercial printing please contact Beth Kleinschmidt for guidance
Forms Online	100	T	260	2608					
Fed-Ex - NON Urinalysis	100	N	233	2336					
Supplies - NON Urinalysis	100	T	260	2608					
Phones - ALL phone charges - LAN lines / Cell Phones / Blackberries	130	N	233	23PC					
Copier Leases/Rental - ALL MIPR form DD448's	100	Q	253	25DP					
Copier Rentals - Payments made to University	100	Q	258	2580					
Equipment Maintenance	100	P	257	2570					
E-Z Pass / I-Pass / Tolls	100	E	210	210T					
Subscription/Publications	100	T	260	2608					
Cable/Direct T.V	100	Q	258	2580					
Storage Rental	100	M	232	2321					
Equipment	100	W	310	3106					
Freight/Shipping Charges	100	L	220	2201					
URINALYSIS - Supplies	160	T	260	2608					
URINALYSIS - FedEx	160	N	233	2336					
ALL TRANSACTIONS WITH UNITED STATES POSTAL SERVICES to include Rental Of Postage Machines and associated service fees (ex: Stamps.com or Pitney Bowes Rental)	NPO	N	233	2336					
CHARGED TO THE DOCUMENT THAT WAS CREATED FOR PURCHASE									