

ATTACHMENT 3

Recreation Area Drop (Donation) Box Account Set Up Instructions

Note: All recreation area sites and facilities collecting donations in a drop (donations) box will be recorded to one fund and will use *the L7270 – Site Specific Recreation Drop Box (xx99)*. Collections can be tracked by the recreation site subactivity.

An initial donation of **\$1.00** or more is required by your office to establish the donation account.

Please follow the instructions below to create the drop box donation account for your recreation site.

Step 1 – Check with the designated Administrative/Budget Officer in your office to determine if a donation Work Breakdown Structure (WBS) code has been established for your recreation area’s site or office.

If a WBS for the donation drop box **already exists** in CBS, you may receipt and deposit the donation to this Commodity, Subject, Action (CSA) in CBS:

Commodity: Recreation - Misc Donation
Subject: Office/Site Name
Action: No Restrictions
You will be prompted to enter the WBS.

If a WBS does **not** exist – receipt and deposit the donation in CBS by completing the following steps:

Commodity: Suspense Miscellaneous
Subject: Suspense Miscellaneous
Action: Drop Box Donation Pending WBS (*XL6500DP)
Select “Donation Drop Box” as the Customer in CBS
Once money is receipted/deposited, proceed to Step 2.

***Note:** CBS will interface in the Financial Business and Management System (FBMS) within 24 hours after the funds have been deposited.

Step 2 – Request a Unique WBS code.

- Complete Form 1310-20 - Project/Subproject Number Assignment and Information Form.
- Upload the CBS receipt (from Step 1) and the completed Form 1310-20 to the [NOC SharePoint site](#).
- Once WBS is established, proceed to Step 3.

***Note:** The Administrative/Budget Officer should receive a status update within 1-2 business days from the NOC SharePoint Site. Donations are not subject to indirect cost fees and waivers

are not required. Recreation donations will **not** use the existing recreation site WBS codes beginning with LVRD. Drop box donations will begin with LVDN, followed by the same 4-digit recreation site code to identify each location.

Step 3 – Request a Commodity, Subject, and Action in CBS.

Once the WBS has been established, work with your CBS State Core Team Lead to complete Form 1372-10, CSAP Request Form (available on the [NOC Project Management SharePoint site](#)). Use the version of this form to request the Recreation Donation CSA in CBS, as some fields have already been populated for this initiative.

- On the form, provide the Subject (site name/office) and the WBS.
- The CBS State Core Lead must electronically sign this document.
- The CBS Core Team Lead will submit the completed form via a CBS Help Desk/Remedy Ticket.
- When the new CSA is established in CBS, the CBS Core Team Lead will be notified via remedy and should notify the requestor/office the CSA is ready for use.
- Once the CSA is created, proceed to Step 4 to transfer the money to the WBS.

Step 4 – Transfer of initial donation (\$1 or more) from Suspense to the WBS

If you receipted/deposited the donation to suspense, the money needs to be transferred from suspense to the WBS.

Notify your office's Administrative/Budget Officer or other accounts staff (person with the Transfer/Reversal role in CBS) to transfer the \$1 donation from the CBS suspense account (Step 1) to Recreation – Misc Donation with WBS.