

U.S. Army Corps of Engineers (USACE)
CROSS CHARGE RESOURCE CODE REQUEST

For use of this form, see ER 37-1-30; the proponent agency is CERM-F.

1. Issue to Organization Code (<i>Example: S0BXXXX</i>)	2. Parent of Work Item Used by Billing Field Operating Activity (FOA) (<i>Example: RF55XX</i>)
3. Authority For Billing: Where is the authority for this account documented? Example: Consolidated Guidance, Policy Memorandums, Major Subordinate Command, Centralized Activity (CA) account, or Other (Specify). If CA or Other, include a copy of the authorization for the centralized billing. Please attach a policy memorandum documenting the account operation and execution.	
4. Title and Nomenclature of The Standard Resource Code Requested (<i>Example: HQXSAMP, HQ Sample Description</i>)	
5. Parent of Standard Resource Code (<i>SHOP/FACILITY, IT, Etc.</i>)	
6. Number of FOAs Billed Each Month for this Resource Code (<i>Enter number or All</i>)	
7. Funds Cited on Purchase Request & Commitment (PR&C) from BILLED FOA (<i>D - Direct/Appropriated, I - Indirect/RF Only, B-Both</i>)	
8. Is an RF39 Account Required for Distribution in the BILLED FOA? <input type="checkbox"/> Yes <input type="checkbox"/> No Unless otherwise specified, the funds cited on the purchase request from the BILLED activity are considered a direct charge. If the BILLED activity must distribute a consolidated billing to numerous organizations (similar to SLUC or ACEIT ESBL), an RF39 account is required for the BILLED activity. This is discouraged as additional workload is required in the activity billed.	
9. Information for Cross Charge Resource Code Matrix	
Description (<i>Details</i>):	
Account Used by Serviced Activity (<i>Example: RFXXXX</i>):	
Issue to Org Code (<i>Example: S0BXXXX</i>):	
Issue to Resource Code (<i>Example: HQXSAMP</i>):	
Instructions for Serviced Activity (Be specific):	
Local Distribution (<i>Example: Departmental Overhead, General and Administrative Overhead, Other, Etc.</i>):	
Local Distributable Code (<i>Example: AISBILL, PRINTING, Etc.</i>):	
10. Finance & Accounting Point of Contact (POC) at Billing FOA	
11. Technical POC at Billing FOA	