



**US Army Corps
of Engineers®**

Little Rock District

Contribution and Donor Recognition Plan

A means of accepting gifts or donations and referred to as the Contributions Program for use at water resources projects/lakes regarding recreation, environmental protection and restoration.

June 2013

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Introduction

The Corps Contribution Program permits the Corps to accept monetary, material, or service contributions from non-Federal public or private groups and individuals in connection with carrying out water resource projects for environmental protection and restoration or for recreation. Whether in the form of cash, materials, or services, contributions have the potential to result in the sharing of project operational costs and to enhance the ability of the Project staff to better manage existing facilities in the public interest. In this respect, contributions (including accepting grants) have the potential to enable the Operations Division to fund some programs and/or projects that, as a result of reprioritizations, either have been deferred or delayed because of reduced Operational and Management (O&M) funds. Only contributions that are consistent with Project Master Plans (MP) or Operational Management Plans (OMP) may be accepted. All contributions offered will be carefully screened and evaluated for their suitability. No project or task will be initiated that is not in concert with the guidance and policy on the Corps Contributions Program.

The Contribution Plan is a mechanism for the Projects to receive funds, materials, or services from outside sources to complete tasks that are described in the MP or OMP. This SWL District Level plan does not preclude Projects from developing their own more specific or tailored plan. Contributions can be used to accomplish tasks or projects for the protection, improvement, restoration, rehabilitation or interpretation of natural resources, environmental features, cultural resources, or recreation areas and facilities at water resource Projects.

Purpose

The essential purpose of this plan is to provide a formal document that describes in general terms the categories or types of work that have been identified in Project MP's and OMP's that are eligible under the authority of the Corps Contributions Program.

In conjunction with describing the general nature or categories of work to be accomplished, this plan will also address the general procedures and methods for receiving and accounting for monetary contributions. Methods for providing recognition to contributors and acknowledging public support are included with examples.

Authority

Authority to Accept Contributions: 33 USC § 2325 and 2328 authorizes the Corps to accept contributions in connection with carrying out a project for environmental protection and restoration or for recreation. Additionally, 33 USC 569c authorizes the acceptance of services of volunteers. The term "contribution" includes anything of value (funds, materials, supplies, or services) received from an outside source without consideration or an exchange of value, but does not include construction.

16 U.S.C. § 460d grants the authority by which non-federal partners and volunteers may perform voluntary construction on USACE properties regardless of whether a real estate instrument is required. These construction activities may or may not require a real estate instrument. The requirements for the use of real estate instruments are clearly laid out in 16 U.S.C. § 460d.

Donors

Acceptable Donors: The Corps may accept contributions from individuals, organizations, foundations, governmental entities, corporations, and businesses. Contributions may be accepted only for programs and activities contained in an approved MP or OMP. If a Federal grant is involved, a note or letter from the granting agency is needed stating the money is acceptable to use on Corps property.

Prohibited Donors: Contributions from a project sponsor may not be accepted. This includes the party with whom the water resource project has been jointly created, a party to a project cooperation agreement (PCA), or a party to a project partnership agreement (PPA). Real estate cannot be accepted as a contribution through this program. For information on whether a particular donation should be accepted or for further information on authorities and constraints, see ER 1130-2-500, Chapter 11.

Contributions from an entity which holds or is seeking a concessions contract or which would identify the Corps with alcohol or tobacco products shall be declined.

Restrictions

No Solicitation of Contributions: Corps employees may not solicit or take any action that gives the appearance that they are soliciting contributions in support of the Corps programs or activities. The term "solicit" means any request made to a non-Federal entity, group or individual for contributions to be made directly or indirectly to the Corps. There are, however, appropriate activities that Corps employees may undertake in relation to authorized fundraising by partners. Corps employees can negotiate with partners in the context of a partnership agreement and partners can then fundraise to generate their contribution to the partnership.

No Lobbying: Employees shall not engage in lobbying activities.

Ethical Considerations: Corps employees are subject to ethics regulations which prohibit federal employees from giving preferential treatment to any entity or individual. Employees may not use their official title, position, or authority of their public office to endorse any product, service, or enterprise.

Designation: The SWL Chief of Natural Resources Management Section shall serve as the SWL Contributions Program Coordinator.

Donor Approval

Before receiving a contribution other than from a contribution box, Operations Project Managers (OPM) or the District Contributions Program Coordinator must consider all relevant factors when determining whether to accept a donation, including the value and purposes of the donation, as well as the nature and interests of the donor. Contributions which are within current authorities, consistent with the Corps mission, and are for work items contained in an approved MP or OMP may be accepted. Only contributions for projects and programs that will not cause a significant net increase in O&M costs shall be considered for approval.

Monetary contributions will be accounted for in accordance with memo dated 21 May 2008, Subject: Collection of Civil Works Appropriation Reimbursements. All non-monetary contributions must be recorded, accounted for, and managed in the same way as other Corps property. The value of the donated materials and equipment should be determined using the local market value of comparable items.

Donor Evaluation

Once it has been determined that a contribution can be accepted, it must be evaluated as follows. For each high donation category, all of the procedures for the previous levels must also be performed.

- A. Contributions of less than \$2,500 require a much lower level of review than higher value donations. The OPM must, under all circumstances, maintain the public confidence in the integrity of the Corps. Before accepting, using or recognizing direct contributions, a manager must consider the following factors:

Maintain the integrity of the Corps programs and operations

- i. The donation is not, or does not appear (by its size or circumstances) to be an attempt to influence any significant Corps decision or action that would affect the donor's interests, or obtain special treatment in dealing with the Corps.
- ii. The donation and any conditions or restrictions on it are consistent with law, regulation, Corps policy, authorized project purposes or applicable project plans.
- iii. The donation will not be used by the donor to state or imply Corps endorsement of the donor or the donor's product, service or enterprise.

Maintain public confidence in the Corps and its programs and employees

- i. Acceptance would not likely result in public controversy (e.g., an Internet search reveals the donor has a public history of violations, criminal or civil in nature).
- ii. The donation comes only with conditions that are consistent with Corps program and policy goals.
- iii. The donation consists of only goods or services needed by the Corps.
- iv. The donor has no known involvement in litigation or other current disputes with the Corps.

- B. For any contribution valued at \$2,500 or more, the OPM must perform a thorough Internet search to determine whether publicly available information exists that raises concerns about the propriety of acceptance. Documentation of the search findings shall be included in the required contribution file described under the Potential Projects Section.

- C. For contributions offered and valued at \$100,000 or above, coordination is required with the SWL Contributions Program Coordinator before acceptance can be allowed. A written summary by the OPM or the appointed District Contribution Coordinator shall be submitted for coordination with SWL Office of Counsel. In addition to the documented internet search (described in paragraph B), the following questions must be answered:

- 1. Is the donor involved in litigation or other disputes with the Corps?
- 2. Is the donor currently engaged in or seeking a business relationship with the Corps?
- 3. Has the donor been debarred or suspended from contracting with the Federal Government?

4. Does the donor have a recent public history of violations, whether criminal or civil in nature, as disclosed by an Internet search, for which acceptance of the donation could lead to public controversy?
 5. Is the donor regulated by or seeking a permit from the Corps?
- D. For a single contribution or a series of planned contributions (i.e. a pledge paid in installments by the same donor) valued at \$1 million or more, the contribution and support documentation described above must be reviewed by the SWL Office of Counsel and submitted through the MSC to the HQ Natural Resources Management Office for coordination before subsequent referral to the Director of Civil Works for approval. This process must also be followed for contributions that raise significant concerns based on criteria identified in the above sections.

Program Management

In accordance with ER 1130-2-500, the responsibility for program management at each of the SWL Projects has been delegated to the OPM for that Project. The Chief, Natural Resource Management Section, shall serve or appoint staff to coordinate and oversee the entire District Contribution Program.

The OPM shall either serve or appoint a staff member to lead up a contribution effort, ensuring procedures and policies are adhered to by utilizing the "Contributions, Fundraising and Recognition Reference Guide", ER and EP 1130-2-500, Chapters 10, 11 and 12. The SWL Contribution Program Coordinator will be contacted and input sought prior to accepting a contribution. A file is to be assembled for each contribution (except those received in a general Contributions Box) that includes name of contributor, type and description of contribution, amount of contribution, and any correspondence and any notes.

Monetary Contributions: Monetary contributions (the accounting piece) can be handled like a customer order with advance. See the attached SOP (Appendix B).

- A. **General Work Projects:** Revenue collected from a contributor at a Project that is not designated by the contributor for a specific work project will be transferred to the Resource Management Office in the Little Rock District Office (SWL) for deposit. A specific CEFMS account (i.e. funded work item) will be established for contributions received at the Project. The OPM or their designated representative will be responsible for coordinating the establishment of the CEFMS account with Resource Management. Once deposited, these funds will become immediately available to the Project and will only be used for the general work activities listed in this plan.
- B. **Specific Work Projects or Earmarked Contributions:** The procedures for deposition of such monetary contributions are the same as for the general contributions, except that a separate CEFMS account (funded work item) will be established for such contributions. Contributions "earmarked" or designated for a specific work item or project will be administered separately from the general contributions account. All such project specific or "earmarked" contributions will only be accepted for implementing work and accomplishing projects that are consistent with the OMP and this plan.

Use of Contributions: Contributions may be used to support projects addressed in the MP/OMP or interpretive programs. In addition, contributions may be used to fund salaries of term or temporary Corps employees. Contributions **may not be used** for permanent employee salaries.

Contributions may not be used to begin construction or other projects or programs, **unless** there are sufficient appropriated and donated funds in hand to ensure completion of the work to a degree that has independent utility. Donated funds may, however, be used to advance project design work.

Process: See attached SOP (Appendix B).

Non-Monetary Contributions: Materials, supplies, and services may be accepted. For contributions that include materials and/or supplies, coordination with Property/Supply staff in Logistics Management at Project and District Office level shall occur prior to acceptance in order to determine if an item(s) needs to be identified as capital and included in an inventory. Cost and items received will need to be reported in Operations and Maintenance Business Information Link (OMBIL) under Agreements.

Contribution Boxes: A contribution or donation box may be set up on a case-by-case basis, such as for special events, with approval of the OPM. The contribution box should be locked and have a sign stating the use of the contributions. It should be clear to the visitor that any money collected is a voluntary contribution. (Note: Funds donated to contributions boxes placed by cooperative associations, operated in accordance with EP 1130-2-500 and the cooperative agreement, are not subject to this process. The association is responsible for tracking and reporting all funds donated to the association.)

Funds received from Corps contribution boxes must be accounted for in the same manner as any other donation (see attached SOP, Appendix B).

Any activity or task under \$25,000 can be completed using the work item associated with the contribution box.

Accepting Direct or Large Donations: A patron or organization may want to donate directly to the Corps or may be uncomfortable with putting a check or large amount of cash in the contribution box. In this case, the Authorized Recreation Fee Cashier, or alternate, may receive these funds at their office. A receipt must be given. If there was a contribution box at the Lake Office, the Fee Cashier must make it clear to the patron that receiving this contribution is in lieu of placing it in the contribution box. A standard receipt book is appropriate to use for this purpose. A note should be written stating the purpose of the contribution.

Reporting: Each project office that receives contributions must submit an annual report of the total amount of contributions via the OMBIL. See Appendix C for contribution tracking record keeping sheet.

Deposits, Form, Reports: Engineering Report 3313 (remittance register) should be used to report monthly contributions when they exceed \$1,000. If \$1,000 or more, a deposit is required. A weekly deposit is recommended if funds begin to come in on a regular basis. A monthly report will be maintained by the Project office RFC.

Asset Work Item: For projects valued over \$25,000 (labor and equipment included), the Project budget staff need to be informed that this is an asset work item. This new item will be considered an “asset” and must have a separate work item to complete the task. These items must also include a receipt of itemized cost.

Potential Projects

Contributions will be used to accomplish tasks or projects for the protection, improvement, restoration, rehabilitation or interpretation of natural resources, environmental features, recreation areas and facilities, or cultural resources at the Projects.

The following list, **while not comprehensive**, provides some generalizations of the general types of projects that are typically identified in a Project MP and/or OMP.

General Category	Specific Work Examples
Recreation	Vegetation plantings in recreation areas Removal of invasive species Install playground facilities Install/upgrade ADA facilities Install/replace boat docks Repairs/upgrades to facilities Drift and debris removal Install signs and markers Accessibility improvements
Interpretive Program	Outreach materials Rehabilitation of exhibits Produce/install interpretive signage Develop nature trails Develop hiking/biking trails Website and Social Media page development Life jackets and other safety equipment Advertising/Marketing Special events
Stewardship	Natural Resources Management – forest, range, wildlife, open space management Control noxious weeds Establish food plots Perform wildlife management habitat studies Level 1 and 2 inventories Habitat studies Trail development Develop/enhance GIS database Plant trees and shrubs

Donor Recognition Plan

Recognizing the support of donors is very important. The Corps is appreciative of contributions that aid in the accomplishment of its mission and will thank all donors in a manner consistent with the mission and goals of the Corps. Specific forms of donor recognition may include letters or certificates of appreciation, news releases, photo opportunities, ribbon cutting ceremonies, articles in the project news briefs, or other appropriate means. Recognition will avoid any suggestion of commercialization, advertising, or endorsement of a product, service or organization. Personnel may recommend exceptional donors to HQUSACE for possible special recognition.

The following procedures provide a framework for donor recognition at a Project, ensuring that recognition is commensurate with the level of donation:

Off-Site Recognition: Most donor recognition should occur outside Corps facilities, through letters or certificates of appreciation, news releases, articles in the Project newsletters, or other similar means.

- A. At a minimum, the Corps will acknowledge all direct contributions in writing through a letter or certificate of appreciation (ENG Form 4883-R as in Appendix S of EP 1130-2-500 or a locally designed certificate) which will acknowledge the contribution, the donor, the date of acceptance, and the amount of cash donation (if appropriate) or provide a description of materials or services provided. The letter or certificate should not attempt to value non-cash contributions. This may serve as a record the donor can use to verify their contribution.
- B. The Corps can recognize donors publicly through unpaid media such as news releases to print, web, radio, and television media, through articles in Corps or project newsletters, and through articles in the donor's media (e.g., corporate employee newsletter, or annual report). This form of recognition should be coordinated with the district's Public Affairs Office.
- C. For more high-profile donor recognition, the Corps can use media events, press announcements, photo opportunities, ground breakings, ribbon cuttings, festivals, clean-up days and other activities or forums in which the donor is involved (e.g., annual meeting/convention of non-profit organizations). Some of these events may be held on-site in accordance with Corps policy. Corps projects may recognize partner or donor support on banners, posters, T-shirts, flyers and similar items. If the Corps is the primary host, it should be clear that it is a Corps event held in cooperation with "xyz" organization or company.
- D. The Corps may use its website to recognize a partnership with an organization or to function as a donor recognition board.
- E. In the case of non-monetary contributions, plaques or other mementos may be offered to recognize outstanding individuals and to express gratitude. These should display the Corps Communication Mark or other appropriate inscription related to the recognition. Monetary or cash awards cannot be offered.
- F. Recognition Ceremonies can provide excellent opportunities to communicate partnership accomplishments.

On-Site Recognition: In some cases a contribution may warrant on-site recognition. This form of donor recognition will likely occur in the Project visitor center or other similar facility or developed area.

The Corps will avoid on-site recognition that might clutter, detract, or interfere with scenic value of the environment or project facilities. Limited use of small markers or plaques may be appropriate on some locations as a way to provide recognition of a donation, express gratitude, and encourage others to contribute. On-site recognition is typically provided in the form of a credit line or statement of appreciation by the Corps. Examples of appropriate on-site recognition include:

- A. Credit lines. Use credit lines to acknowledge contributions of partnered products and on-site recognition. A credit line is a short, discrete, unobtrusive statement expressing appreciation, typically found at the end of the material or item or on a donor recognition plaque. Only short, discrete, tasteful donor credit lines, including name script or a logo, are appropriate on printed or electronic material, audio/video products, wayside exhibits, kiosks, interpretive signs, or as recognition for a special event. Recognition of donors can include names, name script, and logos. Recognition may not include specific product names, slogans, or advertisements.
 - i. Brochure or other printed material: The credit line on a lake brochure may state. “This brochure was made possible through the contribution of <logo, name script, or name>.”
 - ii. Electronic material (video/film/etc): The donor recognition may appear either at the beginning of the presentation or at the end. However, the use of digital on-screen graphics or “bugs” are not permissible forms of donor recognition. In the case of computerized information kiosks or other electronic displays to be placed in visitor service areas, the credit line containing the donor name, script, or logo may appear either at the beginning of the presentation or at the end.
- B. Recognition within interpretive programs. Where a donation is integrally related to the lake/Project, to the existence of the lake/Project, or to what is being interpreted, interpretive programs may identify the donor and how the donation was used.
- C. Temporary construction/restoration signs: A temporary sign may recognize donors’ contributions to a restoration or construction project. The sign should be informational, of appropriate design and scale, and express clearly that the Corps is recognizing the donation. It should inform visitors about the nature of the project and the support of the donor. The sign may remain in place for the duration of the work and should be removed shortly after the work has been completed.
- D. Partner logos and the Corps Communication Mark. The logo of a donor(s) may appear in conjunction with a credit line. The Corps Communication Mark may also appear on jointly produced products or interpretive materials.



US Army Corps of Engineers®

The Communication Mark has been registered with the US Patent and Trademark Office. The ® symbol is to be displayed with the Mark only when reproducing **printed promotional material that is intended for public usage**.

Normally, the Corps does not permit its Communication Mark (the registered Castle and Signature logo) to be used on materials or in connection with events in **which it does not participate**. Such use might appear to imply endorsement of the organization, company or product. If a partner requests to use the Mark, approval by the Office of the Chief Counsel is necessary. Any such request should be in writing and forwarded through the NRM chain to the Office of the Chief Counsel. Advertising and marketing slogans and taglines may not appear in conjunction with a credit line or the Communication Mark.

- E. On-site displays, name plaques and plates. When on-site displays are deemed appropriate, tasteful and unobtrusive plaques or other treatments may be used. The duration of this form of recognition may vary depending on the project, donation and location.
- i. Plaques are not to be affixed to the “historic fabric” of structures nor should they, or any other donor recognition treatment, be placed in natural zones or cultural zones where they would intrude on the character of the area.
 - ii. Plaques acknowledging the contribution of a donor to the restoration or rehabilitation of a room or facility are allowed. As an example, a plaque may state: “The renovation of this room (or facility) was made possible through the generous donation of (fill in the name).”
- F. Donor boards/walls. Donor recognition boards, walls or plaques are permitted in visitor centers or other appropriate visitor facilities.
- i. These boards or walls should utilize a format that allows recognition of donors by the placement of name plates or other markers that can be added and removed with relative ease.
 - ii. A Project’s donor recognition plan should establish criteria for any donor boards or walls, including minimum thresholds for recognition and duration. The names of corporate or business donors will appear in the same fashion as all other names. Corporate name scripts and logos **will not** be used on donor boards and walls.
 - iii. Donor boards and walls, either electronic or traditional, should be integrated into the design of the facilities.
- G. Slogans and taglines. To maintain Corps policy that its facilities be free of commercialism, advertising, and marketing, slogans and taglines may not appear under any circumstances. Donor recognition is not allowed on motor vehicles or on bricks, benches, or other facility furnishings.

- H. Naming rights. The naming of rooms, features, or lake facilities **will not** be used to recognize contributions of any kind to a lake/Project or the Corps.

Events Held At Corps Facilities: Events fall into two categories: non-Corps events allowed under special use permit and events wholly or partially held by the Corps. In either case, they may recognize corporate participation by limited use of corporate logos and name script on temporary event facilities (signs, T-shirts, literature). These items may be used at all such special events provided the size, scale, scope, and location of corporate logos and name script do not dominate the event facilities or area. This is to ensure there is not commercialization of the event or project.

- A. Corps Held Events. For official Corps events, the Corps may provide appropriate recognition provided corporate names are not used in a way that would imply or suggest Corps endorsement of a product or company, or be construed as commercial solicitation or advertising. The purpose of such recognition is simply to acknowledge the participation of a partner. To ensure against the appearance of endorsement, any conditions on the offering or acceptance of a contribution should be included in an exchange of letters or other written documentation. They would include provisions specifying the amount, type, and size of recognition signs.

On-site notices (e.g. banners) must be appropriate to the character and scale of the event. The Project manager may display such notices for a period of time in advance of the event to encourage public attendance. Partners may be permitted to establish a temporary hospitality area for special events.

- B. Non-Corps Events. Notices on temporary displays directly associated with the event containing the partner(s) names or logos or name script may be placed in close proximity to the event in both time and location.

Additional requirements may exist at specific Corps areas

Approvals



Attorney, Office of Counsel
Little Rock District

29 May 2013

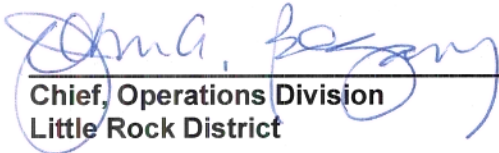
Date



Chief, Natural Resources Management Section
Little Rock District

30 May 2013

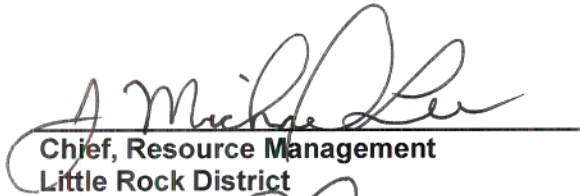
Date



Chief, Operations Division
Little Rock District

5/31/2013

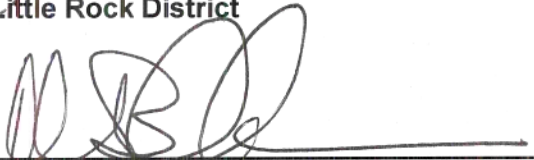
Date



Chief, Resource Management
Little Rock District

30 May 2013

Date



Chief, Real Estate Division
Little Rock District

3 June 13

Date

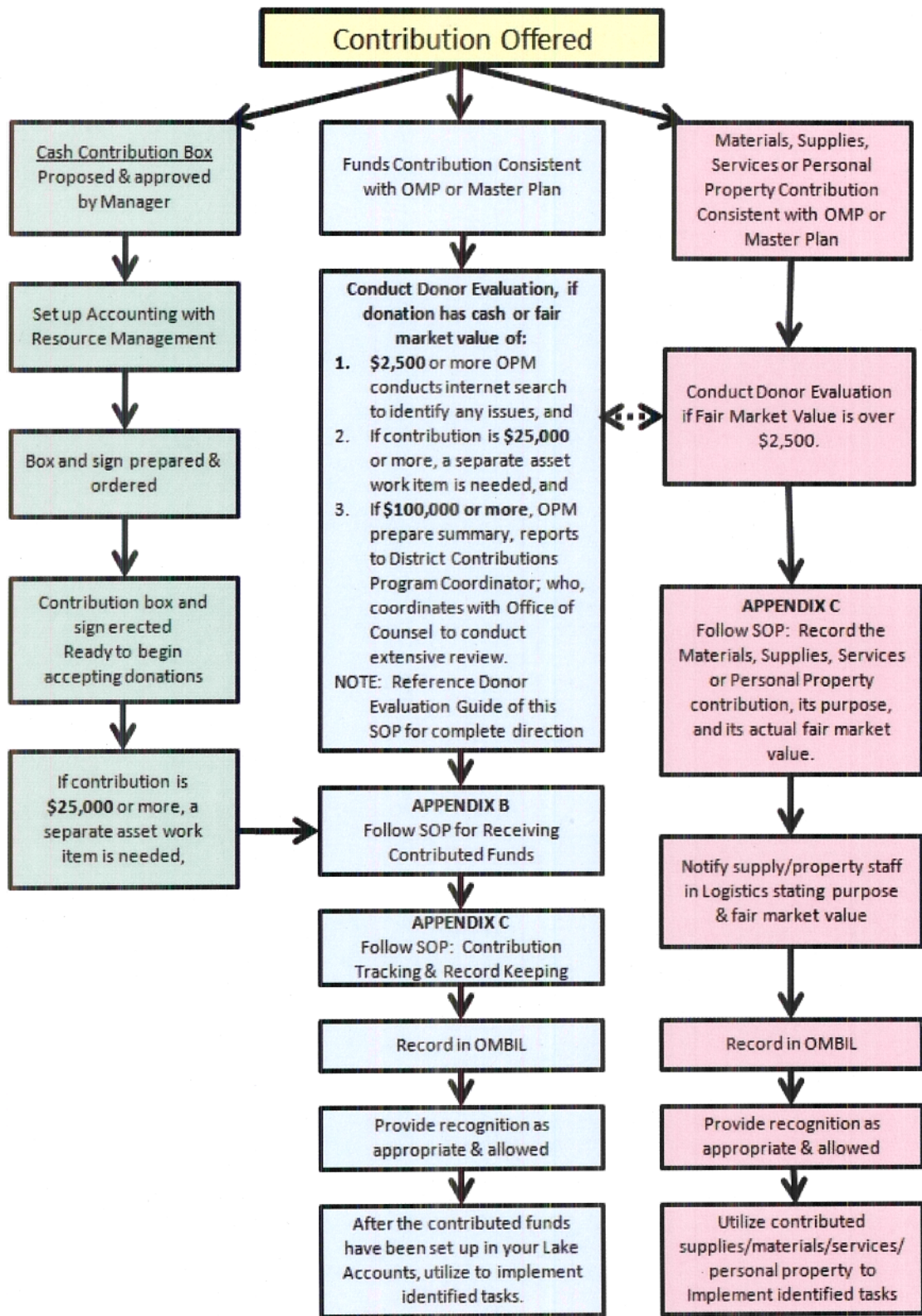


District Engineer
Little Rock District

6 June 13

Date

APPENDIX A Accepting Contributions Flow Chart



APPENDIX B

STANDARD OPERATING PROCEDURE RECEIVING CONTRIBUTED FUNDS

Contributed funds were authorized by Section 203 of the Water Resources Development Act of 1992. Guidance for acceptance of contributions is provided in EP 1130-2-500, Chapters 11 & 12, which allow contributions from groups and individuals in connection with carrying out water resources projects for environmental protection and restoration, as well as recreation. Please coordinate these actions with your regional Program Analyst.

1. **Alternative 1** - Have check sent directly to the USACE Finance Center, CEFC-FD-C (M4), 5722 Integrity Drive, Millington, TN 38054-5005, payable to Finance and Accounting Officer (F&AO), USAED, Little Rock.
 - a. Request Budget Branch create a Debtor Identification code and an advance account number. Provide the agency name, address, point of contact, phone number, amount of the advance, description of the work. If environmental, provide Category Class Subclass (CCS) code (i.e., Compliance Site Assessment, etc). The Point of Contact is, Budget Branch, 501-340-1315.
 - b. Request sponsor include the Engineer Reporting Organization Code (ERO) (Little Rock is M4), Debtor Identification Code and advance account number on the check before submission to the USACE Finance Center. Notify Budget Branch, Finance and Accounting Branch and the USACE Finance Center that the request for contributed funds has been made from the sponsor.
 - c. The USACE Finance Center, Disbursing Division, upon receipt of the contributed funds check from the sponsor, will create a Collection Voucher (CV). Contact the Chief at 901-874- 8535 if you have any questions.
2. **Alternative 2** - Have check sent to lake office payable to F&AO, USAED, Little Rock.
 - a. Field Office - Authorized Fee Collector will be given the check for securing in the safe. Fee Collector for the office will email the Budget Branch (and cc F&A Branch) with purpose statement for the use of the funds.
 - b. SWL Budget Branch will set up a customer order advance account to appropriation #8862 and the provide field office with an advance account number and a debtor identification code.
 - c. Field Office will write the ROV number, date of the ROV and the location number (ERO M4) on the check.
 - d. An employee must first request that the AUTH_COLLECTOR role be granted by submitting a request in the Access Request Management System (ARMS) in CEFMS. Authorized collector must prepare a receiving office voucher (ROV) in CEFMS using the procedure below:
 - 1) Navigate in CEFMS to screen 2.99.1 by clicking on options 1,3,8,3,1.
 - 2) Press Enter key twice. The Authorized Collector block will be automatically populated. The Received Date field defaults to the current date.

- 3) The cursor moves to the Disbursing Station field. Enter 8736 and press Enter.
 - 4) The cursor moves to the Pay Method field on screen 2.99.2. Press F4 and select the payment method (For example, PCHEC for personal check, PMNOR for Postal Money Order, etc.). Press Enter.
 - 5) The cursor moves to the Pay Ref No field. Enter the pay reference number from the upper right hand corner of the payment document. Press Enter three times.
 - 6) The cursor moves to the Collect/Due Amt field. Enter the amount from the payment document. Press Enter.
 - 7) The cursor moves to the Description field. Enter a brief description on the first description line. Press Enter. Additional descriptive information can be entered, if needed, on the second description line. Press Enter.
 - 8) The cursor moves to the Debtor ID field. Enter the Debtor ID code that Budget provided (see 2a). Press Enter. The name, address, city, state, collect type, remit type and country fields should be automatically populated. If the advance account was properly established, the collect type field should be populated with 'COA' for Customer Order Advance. The Remit Type field should be populated with '1' for Appropriation Reimbursement.
 - 9) The cursor moves to the Advance Acct No field. Press F4.
 - 10) The cursor moves to the Adv Acct No field on Screen 4.154, Advance Account List Screen. Select the appropriate advance account number. Press Enter.
 - 11) Press Page Down to move to screen 2.99.3. This screen has previously been populated when the advance account number was selected. Review this screen. The appropriation symbol and name should read 96NAX8862 River and Harbor Contributed Funds. The Management Structure should be 099990. Point of Contact is SWL F&A Branch, 501-340-1319.
 - 12) If all data has been properly entered click on Save. An ROV number will be created.
 - 13) Mail check to the USACE Finance Center, CEFC-FC-D (M4), 5722 Integrity Dr., Millington, TN 38054-5005.
3. The USACE Finance Center must certify the collection, send the check for deposit and confirm that the deposit has been made. Point of Contact is the Finance Center Disbursing Division 901-874-8572.
 4. Once deposit has been confirmed by the USACE Finance Center, then SWL Budget Branch creates a Customer Order with a linked work item under the parent lake work item and a resource plan. Create a WBS using 3123 funding. Use the appropriation information from the ROV, fund type F (funded reimbursement), Dept NA, Approp. Symbol ALLO. Note: the appropriation on the resource plan and customer order must match, or funding account certifiers cannot be assigned. The Point of Contact is Operations Division, 501-340-5657.

5. Budget Branch must enter a customer order. Someone in operations will be required to technically approve the Customer Order. Press Ctrl-F1, Ctrl-F3, Ctrl-F4 to reach screen 2.13.7. Enter the work item number, then go to screen 2.13.8 and technically approve. The Point of Contact is SWL Budget Branch, 501-340-1313.
6. Assign Purchase Request and Commitment (PR&C) originators, approvers and certifiers. Purchase Requests and Commitments may now be issued off the account. Note that some Operations and Maintenance (O&M) work category codes may need to be activated by headquarters for contributed funds. The Point of Contact is SWL F&A Branch, 501-340-1321.
7. Contributed funds are not currently subject to 2101 Schedule and End of Year (EOY) closeout. The Point of Contact is SWL Chief, Management Support Section, 501-324-7353.

APPENDIX C

Contribution Tracking & Record Keeping

Contributions must be entered into OMBIL. This form will aid in keeping track of all contributions until OMBIL entry is performed.

Date	Cash Received or Fair Market Price of Supplies & Materials	Services, Supplies, Materials and Personal Property Received	Purpose and Description of items Use	Source