



UNITED STATES DEPARTMENT OF COMMERCE
International Trade Administration
Washington, D.C. 20230

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ITA Accounting Memorandum 2008-07

MEMORANDUM FOR: International Trade Administration
FROM: *Catherine Roberts*
Catherine Roberts, Director of Accounting and Financial Systems
SUBJECT: Standard Policy for Financial Processing of Funding Cables

It is International Trade Administration (ITA) policy that in the case of funds to be obligated and expended at overseas posts, funds are allotted to posts by means of allotment, or funding cables. A funding cable is an accounting document and, therefore, is an important part of the administrative control of funds system.

A guide to assist in the preparation of funding cables was published in March 2008. It is available on Our Place, ITA Accounting, OFM, OFM Links, *Guide to Preparing Funding Cables*.

The processing of a funding cable consists of the following steps:

- * The cable should be submitted to OFM, using the following e-mail address:
ACCTCableApproval@mail.doc.gov
- * OFM/ Accounting and Financial Systems staff will review and verify the cable's accounting and funding information.
- * In the case of errors or incomplete data, OFM/ Accounting and Financial Systems staff will return the cable to the Program Area for correction within 24 hours of receipt.
- * Once OFM/Accounting and Financial Systems accepts the cable as accurate and complete, it will enter the cable data into the accounting system. OFM will then forward the cable to NIST for validation. Upon receipt of NIST's confirmation, OFM will forward the cable through the ITA communications office to the Department of State.

The careful preparation and processing of funding cables will expedite the funding cable review and dissemination processes, and minimizes the need to return cables to the originating organization for review.



An ITA Cable Log has been developed and is available at the CBS Portal. It is available at the portal under: Application, ITA Accounting Reference Data, ITA Cable Log. It provides status of cables on a daily basis. The Cable Office Comeback Number confirms that the cable has been transmitted and can be used as a reference/tracking number for a particular cable.

This Accounting Memorandum rescinds ITA Accounting Memorandum 2006-11, dated June 6, 2006, and updates previous policy for the processing of funding cables.

If you have any questions, or require additional information, please contact me at 202-482-3153 or at Catherine.Roberts@mail.doc.gov.

Cleared: 
Jim Donahue, Deputy Chief Financial Officer

