



# REQUEST TO USE RECOVERY SUBOBJECT CODES

Agency Name: \_\_\_\_\_ Agency Code: \_\_\_\_\_  
 Program Name: \_\_\_\_\_ Program Code: \_\_\_\_\_  
 Requested Recovery Subobject Code Number(s): \_\_\_\_\_ Fiscal Year: \_\_\_\_\_  
 Person Completing form: \_\_\_\_\_ Phone # \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

## PURPOSE OF RECOVERY:

Check how the recovery codes are used

- Refunds made by vendors or parties outside of state government.
- Transfer expenses between funds.
- Process reimbursable federal grants.
- Other (describe)

## DESCRIPTION AND EXPLANATION

## ALTERNATIVE TO USING THE CODE:

## DPB ACTION

Approved  Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(See instructions on reverse)*

**Instructions for Completing  
DPB Form OC-1  
Request to Use Recovery Subobject Codes xx98 and xx99**

1. Complete one copy of this form for each unique recovery occurring within a budgeted program for which you have not received approval since the start of the 2000-02 biennium from DPB to use. (Appendix G provides a list of all approved recovery codes.) For example, if an agency uses recovery codes for two unique purposes within a program, two forms should be completed. Examples of unique recoveries include payment for services rendered to a party outside state government, federal fund recoveries, or other nongeneral fund recoveries.
2. The form may list more than one recovery subobject, provided it is used for the unique purpose discussed on the form. For example, the activity may require use of 1199, 1299, and 1399.
3. Requests must be submitted to DPB by June 8, 2001, for action by July 1, 2001. Any requests after June 8 will be processed within 30 days.

**Purpose of Recovery**

Check the appropriate box on the form to show the proposed purpose of the recovery.

**Description and Explanation**

Describe how the recovery code will be used and explain why it is needed. What is the unique situation requiring the recovery code? Be sure to address how the proposed usage is consistent with DPB and DOA guidelines entitled [“Procedures for Identifying and Accounting for Transactions Between State Agencies and Institutions” dated May 20, 1998.](#)

**Alternative to Using the Code**

What accounting or budgeting method would the agency need to implement if use of the recovery code is not approved? Why is the alternative not a viable option?

**DPB Action**

This section is for DPB use only.

*This form is available on DPB's home page.*