**Budget Object Class (BOC) Template Procedures**

Agencies should submit the BOC Template when requesting a new BOC using the guidance provide below.

**Agency**

Agencies can submit requests for new BOCs through ServiceNow as follows:

- Fill out the BOC Template, referencing the field definitions on page 2. The BOC Template is available on the FMS Website under [Master Data Templates](#).
- Create a Service Now Request (SRQ).
- Assign it to the FMS_RRAD_ACCOUNTING GROUP.
- Attach the completed BOC Template to the SRQ.
  - Include a justification for the addition/change of the BOC (regulation, law, agencies’ specific needs, etc.) within the SRQ description field.

**Financial Management Services (FMS)**

Once the SRQ is created, it is routed to the appropriate FMS Organizations via the flow below:

- Reporting, Reconciliation and Analysis Division (RRAD)
  - Verify whether the BOC exists in FMMI.
  - Review the request and ensure that it is compliant with FMMI standards and OMB Circular A-11.
  - Verify that the description is appropriate for the requested BOC.
  - Determine the suitable Superior BOC.
  - Sign, using a digital signature, in the RRAD Approval box.

- Processing Services Branch (PSB)
  - Review and approve the 1099 reportable flag.
  - Sign, using a digital signature, in the PSB Approval box.

- Transparency & Accountability Reporting Division (TARD)
  - Verify that the BOC is DATA Act complaint.
  - Sign, using a digital signature, in the TARD Approval box.

- Quality & Production Management Division (QPMD)
  - Create the Commitment Item and GL Account in FMMI
  - Sign, using a digital signature, in the QPMD Approval box

- RRAD
  - Modify the OCFO BOC Manual.
  - Mark the SRQ as resolved in ServiceNow.