

## **Guidelines for Sending Checks to NOAA Finance**

The following steps are required when mailing checks to the NOAA Finance offices to ensure they are identified and accounted for in a timely manner:

- 1) Checks are to be made payable to the correct Agency (NOAA/BIS/EDA)
- 2) Back-up documentation is required with all checks
- 3) Checks must be mailed to:

NOAA Finance HQS  
Attn: Travel Dept.  
20020 Century Blvd.  
Germantown, MD 20874