



UNIVERSITY OF SOUTHERN CALIFORNIA

CAMPUS MEMORANDUM
DEPARTMENT OF CONTRACTS AND GRANTS
UNIVERSITY PARK CAMPUS, MC: 1147

To: Department of Contracts & Grants

From:

Date:

Subject: 1. Use of Unobligated Balance from a Fixed-Price Contract:

Sponsored Reference ID \_\_\_\_\_

Sponsor \_\_\_\_\_

Amount Unobligated \$ \_\_\_\_\_

Workday Award (AWD) ID \_\_\_\_\_

Workday Grant (GR) ID \_\_\_\_\_

Requested Period of Use \_\_\_\_\_

2. Workday driver worktag and related worktags (if applicable) into which the Unobligated Balance is to be transferred:

\_\_\_\_\_

All of the performance and reporting requirements have been satisfied for the subject contract and have been accepted by the Sponsor. It is requested that the unobligated funds be transferred into the indicated Workday driver worktag for use in accordance with the explanatory remarks below.

Signatures:

Principal Investigator: \_\_\_\_\_

Department Chair: \_\_\_\_\_

Dean: \_\_\_\_\_

Verification: \_\_\_\_\_ Date \_\_\_\_\_
Sponsored Projects Accounting

Concurrence: \_\_\_\_\_ Date \_\_\_\_\_
Contracts and Grants Administrator

Approval: \_\_\_\_\_ Date \_\_\_\_\_
Contracts and Grants, Director

Remarks: (Please attach additional sheets as required.)

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