

Outgoing Subcontract Who to Contact Cheat Sheet?

Who to contact	Issue/Question	Contact or Link to Contact info.
DCG Officer	What documents need to be included at proposal stage if I have subcontracts?	DCG Contacts
DCG Officer	What if I need sponsor prior approval prior to issuing a new subaward or modification to a subaward?	DCG Contacts
DCG Subcontract Officer	I have routed a supplier contract who should I contact about status of the subcontract?	DCG Outgoing Subcontract Officers
DCG Subcontract Officer	I have questions about the terms and conditions in the subcontract agreement.	DCG Outgoing Subcontract Officers
DCG Subcontract Officer	I have concerns that my subcontractor might not be performing their scope or might be billing for unallowable items.	DCG Outgoing Subcontract Officers
Sponsored Projects Accounting	How do I budget grant lines in Workday to budget for subawards?	SPA Contacts
Sponsored Projects Accounting	There is an issue with the budget for my Subcontract in Workday	SPA Contacts
Workday	How do I route a supplier contract through Workday?	Workday Support/Contacts
Workday	There is an issue with my supplier contract in Workday	Workday Support/Contacts
Accounts Payable	I am having issues processing invoices to issue payment to the Subcontract?	Accounts Payable - Stacy Lockett, sluckett@usc.edu