# Outgoing Subcontract Who to Contact Cheat Sheet?

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