Figure C15-Legacy.F8. Building Partner Capacity Closure Adjustment Memorandum for Record

This Memorandum for Record (MFR) documents the submission of information required to submit a Building Partner Capacity (BPC) Letter of Offer and Acceptance (LOA) (also known as a BPC case) for closure adjustment.

From: Implementing Agency (IA)

To: DSCA Office of Business Operations (OBO)

Item #	Item	Information
1.	Date	[## MON YEAR]
2.	Security Cooperation Customer Code/IA/BPC Case Designator	[XX-X-XXX]
3.	Net Case Value	[current value required to liquidate all obligations/expenditures]
4.	Issue of Concern	[be as descriptive as possible]
5.	Total Out-of-Balance	[$----]
6.	Adjustments required to close a BPC case	[provide description of adjustments]
7.	Transaction documents are attached	[Yes/No, with explanation if documents are not attached]
8.	Documentation of reconciliation attempt is attached	[Yes/No, with explanation if documents are not attached]
9.	IA Closure Certification point of contact (POC)	[Name, email, phone number]

[Typed name]	[Typed name]	[Typed name]
From IA POC:	Received by DSCA OBO POC:	Certified by OBO POC:
Signature Block	Signature Block	Signature Block