

Figure C15.F4. Building Partner Capacity Prior Year Adjustment Request Form

Building Partner Capacity Prior Year Adjustment Request Form Obtain Current/Expired Year Funds and/or Request Change to Period of Performance		
Case ID: _____	BPC Program: _____	Suspense Date: _____
	Requested By: _____	Phone #: _____
Please list all lines that are changing and label them as either a change to: Period of Performance and/or Amount.		
Line Item:	Change (Period of Performance and/or Amount):	Purpose of change:

Please confirm all statements below are true by placing an "X" in the boxes:	
	All funds for the case were obligated prior to the funds expiration date.
	All efforts to amend/modify this case are within the scope of these funds.
	I have confirmed that my legal department and/or contracting officer has reviewed the material and agrees that all issues meet purpose, time and amount laws. Legal concurrence and/or contracting officer determination is attached.
	All supporting documentation for review is included in this request package.
	I agree that all the information provided in this document is true and accurate to the best of my ability. DSCA is able to start the review process.

Documents Attached:	
Background Justification	IA Legal Opinion
Notes from IA	Contracting Officer Determination
Supporting Documents:	
Contract	Bill or Invoice
Purchasing Requisition	Other
Draft LOA Amendment – Expired Funds Request	
Basic LOA (with all Amendments and Modifications) – Cancelled Funds Request	