## Building Partner Capacity

**Prior Year Adjustment Request Form**

*Obtain Current/Expired Year Funds and/or Request Change to Period of Performance*

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<tr>
<th>Case ID:</th>
<th>BPC Program:</th>
<th>Suspense Date:</th>
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<tbody>
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<td>Requested By:</td>
<td>Phone #:</td>
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Please list all lines that are changing and label them as either a change to: Period of Performance and/or Amount.

<table>
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<th>Line Item:</th>
<th>Change (Period of Performance and/or Amount):</th>
<th>Purpose of change:</th>
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Please confirm all statements below are true by placing an “X” in the boxes:

1. All funds for the case were obligated prior to the funds expiration date.
2. All efforts to amend/modify this case are within the scope of these funds.
3. 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.
4. All supporting documentation for review is included in this request package.
5. 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**