

Figure C15.F5. 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 Identifier: _____	Building Partner Capacity Program: _____	Suspense Date: _____
	Requested By: _____	Phone #: _____
Please list all lines that are changing and label them as 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:	
<input type="checkbox"/>	All funds for the case were obligated prior to the funds expiration date.
<input type="checkbox"/>	All efforts to amend this case are within the scope of these funds.
<input type="checkbox"/>	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.
<input type="checkbox"/>	All supporting documentation for review is included in this request package.
<input type="checkbox"/>	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		Implementing Agency Legal Opinion
	Notes from Implementing Agency		Contracting Officer Determination
Supporting Documents:			
	Contract		Bill or Invoice
	Purchasing Requisition		Other
	Draft Letter of Offer and Acceptance Modification - Expired Funds Request		
	Basic Letter of Offer and Acceptance (with all Modifications) - Cancelled Funds Request		