



UNIVERSITY OF SOUTHERN CALIFORNIA

CAMPUS MEMORANDUM

DEPARTMENT OF CONTRACTS AND GRANTS

UNIVERSITY PARK CAMPUS, MC: 1147

TO: Department of Contracts and Grants

FROM: _____

DATE:

SUBJECT: 1. Use of Unobligated Balance from a Fixed-Price Contract:

Contract No. _____

Account No. _____

Sponsor _____

Amount Unobligated _____

Requested Period of Use _____ - _____

2. Account number into which the unobligated balance is to be transferred

All performance and reporting requirements have been satisfied for the subject contract and have been accepted by the Sponsor. It is requested that the unobligated funds be transferred into the indicated account for use in accordance with the explanatory remarks.

Signatures:

Principal Investigator _____

Department Chair _____

Dean _____

Verification:

Sponsored Projects Accounting _____ Date _____

Concurrence:

Contract and Grants Administrator _____ Date _____

Contracts and Grants Director _____ Date _____

Remarks: (Please attach additional sheets as required.)