To: Department of Contracts & Grants
From: 
Date: 
Subject: 1. Use of Unobligated Balance from a Fixed-Price Contract:
   Contract No. ________________________________
   Sponsor ________________________________
   Amount Unobligated $ ____________________
   USC Account Number ________________________
   Requested Period of Use ____________________

2. Account number into which the Unobligated Balance is to be transferred: ____________________

All of the 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 below.

Signatures:
   Principal Investigator: ____________________________________________________________
   Department Chair: ________________________________________________________________
   Dean: __________________________________________________________________________

Verification: 
   Sponsored Projects Accounting ____________________________________________________________________________ Date

Concurrence: 
   Contracts and Grants Administrator ______________________________________________________________________ Date

Approval: 
   Contracts and Grants, Director __________________________________________________________________________ Date

Remarks: (Please attach additional sheets as required.)
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

(2/5/09)