



UNIVERSITY OF SOUTHERN CALIFORNIA

CAMPUS MEMORANDUM
DEPARTMENT OF CONTRACTS AND GRANTS
UNIVERSITY PARK CAMPUS, MC: 1147

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: _____ Date
Sponsored Projects Accounting

Concurrence: _____ Date
Contracts and Grants Administrator

Approval: _____ Date
Contracts and Grants, Director

Remarks: (Please attach additional sheets as required.)

