

# Final Financial Deliverable Revision Request



Please complete the form below to request a revised final invoice and/or financial report and submit to your EFM contact. Prior to submission, the department administrator is required to ensure that all of the following conditions are met:

1. All allowable and applicable expenses are posted to the general ledger.
2. All unallowable and inapplicable expenses are transferred out.
3. All encumbrances and memo-liens are cleared.

Sponsor			Fund Number	
Principal Investigator			Original due date of the final	
Date of Revision Request			Submission date of the original final	
Department	Name		Expenditures reported in the original final	
	Code			
Department Administrator	Name		Expenditures to be reported in revised final	
	Email			
	Phone		Increase (Decrease)	

I, on behalf of the Principal Investigator, request a revised final financial deliverable to be submitted to the Sponsor. The Closeout Packet previously submitted is no longer an accurate representation of the financial status of the fund. Attached is a revised Closeout Packet. I confirm that all allowable and applicable expenses for the project are posted to the general ledger, all unallowable and inapplicable expenses are transferred out and all encumbrances and memo-liens are cleared.

I. Reason(s) why a revision is necessary and circumstances that caused the final to be inaccurate and/or incomplete.

II. Management action plan to prevent this from occurring in the future.

If more space is needed, attach a supplemental letter. Is it attached? YES  NO

EFM's approval of a revision request does not guarantee sponsor approval. If the revised final is rejected by the sponsor, the department is financially responsible for unreimbursed expenses that were not included in the original final.

Prepared by \_\_\_\_\_ Date \_\_\_\_\_  
 [Department Research Administrator – Print and Sign]

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
 [PI Name – Print and Sign]

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
 [Department CFO, CAO, or Director – Print and Sign]

Revision request form is required only when the variance is greater than \$100.  
 Signatures of PI and Department Senior Management are required only when the variance is greater than \$500.  
 For more information about the revision process, refer to "Fund Closeout" section on EFM website.