



## OSPIP CO Guidance Sponsor P.O.s (Non-Federal)

1. Do not Accept Terms & Conditions. They are for billing only.
2. Question how to deal with "carryover" **before** executing amendments if the issue was not addressed at the time of the original award (e.g., not anticipating amendments).

Example:

LBNL#	POP	Amount	Sponsor PO	POP	Amount
WFO001234	01/01/10 – 12/31/10	\$100	3456	01/01/10- 12/31/10	\$100
Amend 1	- 12/31/11	+\$100 = <u>\$200</u>	5678	01/01/11- 12/31/11	\$100

### Issue

1. What to do if \$20 remains unspent in **Year 1**?
  - Our contract allows us to spend it in **Year 2**
2. How to handle P.O. issue e.g.:
  - **Year 1** is "closed"
  - **Year 2** only has \$100.
3. Options
  - (1) Ask sponsor to extend **Year 1** to 12/31/11 (i.e. with a Mod or email)
  - (2) Ask sponsor to increase **Year 2** PO to \$120 (Mod or email)
  - (3) Then do appropriate action in RAPID to extend POP on PO#1 or de-ob PO1 and re-ob PO#2.
4. The Amendments for the new POs are put into RAPID as "**Amendments**," not "**NEW**." "**NEW**" means LBNL has a new Agreement. These are Amendments to our Agreement.