

Expired Funds Request Responsibilities and Approvals	
Authorized Employee	Responsibility
Requesting Office/ Requestor	<ol style="list-style-type: none"> 1. Identify the need to use expired funds and ensure it meets the criteria identified in Attachment 2; 2. Complete the <i>Use of Expired Funds Request Form</i> (FWS Form 3-2242); 3. Attach documentation that supports the request, to include: <ol style="list-style-type: none"> a. Copies and existing materials and justifications (e.g. purchase order, invoice, agreement, etc.); b. For a request to record an obligation incurred but not previously recorded, a copy of the original obligation document or notice must be provided. 4. Sign <i>Use of Expired Funds Request Form</i> (FWS Form 3-2242) as “Requestor.” 5. If your request is approved: <ol style="list-style-type: none"> a. Complete steps required to obligate or redistribute funding as described in Attachment 2; b. Attach the approved <i>Use of Expired Funds Request Form</i> (FWS Form 3-2242) to the transaction in FBMS.
Requestor’s Supervisor	<ol style="list-style-type: none"> 1. Ensure the <i>Use of Expired Funds Request Form</i> (FWS Form 3-2242) is complete and supporting documentation is attached; 2. Ensure the expired funds request meets the criteria identified in Attachment 2; 3. Sign <i>Use of Expired Funds Request Form</i> (FWS Form 3-2242) as “Requestor’s Supervisor.”
Programmatic Assistant Regional Director (ARD) or Deputy Assistant Director (DAD)	<ol style="list-style-type: none"> 1. Ensure the <i>Use of Expired Funds Request Form</i> (FWS Form 3-2242) is complete and supporting documentation is attached; 2. Ensure the expired funds request meets the criteria identified in Attachment 2; 3. Sign <i>Use of Expired Funds Request Form</i> (FWS Form 3-2242) as “Program Manager.”
Regional Budget and Finance Officer (BFO)	<ol style="list-style-type: none"> 1. Ensure the <i>Use of Expired Funds Request Form</i> (FWS Form 3-2242) is complete and supporting documentation is attached; 2. Ensure the expired funds request meets the criteria identified in Attachment 2 and complies with the bona fide needs rule; 3. Attach documentation to show expired funding is available for use; 4. <u>For requests under \$5,000:</u> <ol style="list-style-type: none"> a. Sign <i>Use of Expired Funds Request Form</i> (FWS Form 3-2242) as “Regional Budget & Finance Officer” and check either the approved or rejected box; b. If approved, forward the request to the appropriate office for completion of the steps required to obligate or redistribute funding (see Attachment 2); or c. If rejected, return to the requestor with suggested alternative methods of funding the obligation adjustment, such as the use of current year funding. 5. <u>For requests \$5,000 and above:</u> <ol style="list-style-type: none"> a. Sign <i>Use of Expired Funds Request Form</i> (FWS Form 3-2242) as “Regional Budget & Finance Officer;” b. Upload request and supporting documentation to the “DFM-Use of Expired Funds Request” google site for review and approval/disapproval; c. If approved by DFM, forward the request to the appropriate office for

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	completion of the steps required to obligate or redistribute funding (see Attachment 2);
Chief, Division of Financial Management (DFM)	<ol style="list-style-type: none"> 1. <u>For requests \$5,000 and above:</u> <ol style="list-style-type: none"> a. Review the Use of Expired Funds Request Form (FWS Form 3-2242) for completeness, supporting documentation is attached and there is sufficient expired funding available. b. Review that the expired funds request meets the criteria identified in Attachment 2 and complies with the bona fide needs rule; c. Sign Use of Expired Funds Request Form (FWS Form 3-2242) as “Division of Financial Management” and check either the approved or rejected box; d. If approved, return to the requesting Region; or e. If rejected, return to the requesting Region with suggested alternative methods of funding the obligation adjustment, such as the use of current year funding. 2. Responsible for approval of miscellaneous obligation and journal voucher transactions in FBMS as described in Attachment 2.
Headquarters Contracting and General Services (CGS)	<ol style="list-style-type: none"> 1. Responsible for approval of the following purchase request (PR) transactions in FBMS as described in Attachment 2: <ol style="list-style-type: none"> a. Undisclosed obligations; b. Obligation of contract to an incorrect vendor code in FBMS; and c. Replacement contracts.
Headquarters Wildlife and Sport Fish Restoration Program (WSFR)	<ol style="list-style-type: none"> 1. Responsible for approval of the following purchase request (PR) transactions in FBMS as described in Attachment 2: <ol style="list-style-type: none"> a. Underpayment of Grant or Cooperative Agreement Awards – Financial Assistance Awards Only; b. Obligation of Grant or Cooperative Agreement to an Incorrect Recipient (Vendor Code) in FBMS – Financial Assistance Awards Only; c. Replacement Grant or Cooperative Agreement Award – Financial Assistance Only.
Regional Contracting and General Services (CGS)	<ol style="list-style-type: none"> 1. Responsible to perform the final obligation in PRISM as described in Attachment 2.