

Correcting Document - CD-01, PAR Explanation Form

FROM		TO	
Grant(s)/PI:		Grant(s)/PI:	
WBSE(s):		WBSE(s):	
Project Period:		Project Period:	
Project Title:		Project Title:	
Available Balance/Date:		Available Balance/Date:	
Original Document Information (document number, date, amount, pay period):			

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Grant(s)/PI:		Grant(s)/PI:	
WBSE(s):		WBSE(s):	
Project Period:		Project Period:	
Project Title:		Project Title:	
Available Balance/Date:		Available Balance/Date:	
Original Document Information (document number, date, amount, pay period):			

<p>Explanation:</p> <p>Must clearly show -</p> <ol style="list-style-type: none"> 1) Why & how error occurred, 2) Allowability & allocability, 3) Reason for correction, <p>Timeliness</p>	
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***Note:** Signatures are to be placed on the original CD-01 and PAR documents, not on this explanation form.

**** Note:** The explanation must be clearly and carefully worded so that regardless of the passage of time, a person unfamiliar with the situation can fully understand why and how the error occurred, understand the corrective action, and find it appropriate.