**USAID approval is needed before carrying out the following activities or actions:**

* Documentation varies, so discuss with your AOR.
* Consult your Award for the complete terms and conditions applicable to your program.

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| ⬜ | Changes in scope: program objectives, key activities, geographic area, number of recipients |
| ⬜ | Changes in allocation of metric tonnage among technical sectors greater than 10% |
| ⬜ | Sub-awards or agreements with recipient agencies  |
| ⬜ | Annual obligation of resources (PREP) |
| ⬜ | Procurement/use of restricted goods (e.g., vehicles, pesticides) |
| ⬜ | New budget line items |
| ⬜ | Changes in key personnel |
| ⬜ | Changes in planned international travel |
| ⬜ | Changes to the BS/MP |
| ⬜ | Increase/decrease in commodity amounts or types (requires update in FFPMIS) |
| ⬜ | Commodity loan/transfer/swap |
| ⬜ | Reconstitution (ex-tackle) that costs over US$500 |
| ⬜ | Disposal of commodities unfit for human consumption |
| ⬜ | Disposal of containers in which commodities are received |
| ⬜ | Decision **not** to file a claim on internal losses over US$500 |
| ⬜ | Decision **not** to take legal action against a third party on a loss claim after four progressively stronger claim letters have been sent without resolution |
| ⬜ | Any proposed claim settlement for less than the full amount of the claim |
| ⬜ | Retention from claim proceeds of special costs (such as reasonable legal fees) that were incurred in the collection of a claim |
| ⬜ | Settlement of claims/losses in QWICR (payment or waiver) |
| ⬜ | Disposition plan for excess commodities |
| ⬜ | Change in Award period of performance (termination, extension) |
| ⬜ | Closeout plan (submitted with PREP in FFPMIS)  |
|  | **Other items specific to the Award:** |
| ⬜ |  |
| ⬜ |  |