Expenditure Reporting Data Change Request Form - FY23

## BACKGROUND

Please complete this form when requesting an update to expenditure data values for a closed period in DATIM. This request must be submitted by the Operating Unit’s (OU) PEPFAR Coordinators Office (PCO) or the Agency Point of Contact (POC). For additional information, please reference the DATIM Support Page [here.](https://datim.zendesk.com/knowledge/articles/11772176045076/en-us?brand_id=121375)

Once submitted, the DATIM support team will provide you with information regarding the status and expected timeline of your request. The timeframe for implementing these requests may depend upon the complexity of the request and the DATIM Support Team’s backlog.

## DETAILS OF THE REQUEST

|  |  |  |
| --- | --- | --- |
| List the impacted Mechanism(s) and include the following: Mechanism Name, Prime or Subrecipient, UEI. |  | |
| Please describe what changes are requested. Description should provide the Intervention and Cost Category level details for each mechanism. |  | |
| Please provide the rationale for this change and explain why the original submission was inaccurate and what the impact is if the data is not changed. |  | |
| If a new narrative is required with the submission of the Expenditure Reporting (ER) template, please include both the original narrative and updated/new narrative to include with the processing of the new ER template. | **Original Narrative:** | **New Narrative:** |

**APPROVALS**

These approvals are required prior to submitting the request to DATIM Support

**Agency POC Approval:**

* Name of approver:
* Email of approver:
* Date of approval:

**PCO Approval:**

* Name of approver:
* Email of approver:
* Date of approval:

**PEPFAR Program Manager Approval:**

* Name of approver:
* Email of approver:
* Date of approval:

**OU Chair Approval:**

* Name of approver:
* Email of approver:
* Date of approval: