49.604 Release of excess funds under terminated contracts.

The following format *shall* be used to recommend the release of excess funds under terminated contracts, except if the *contracting office* retains responsibility for settlement of the termination:

: Termination *Contracting Officer* _____ [address]

To: *Contracting office* _____[address]

Subj: Terminated Contract No _____ with _____ [Contractor]

Refs:

(a) [*Cite termination notice and effective date.*]

(b) [*Cite prior letters releasing excess funds, if any.*]

(1) Referenced termination notice, ____ [*insert* "completely" *or* "partially"] terminated contract _____.

(2) Based on the best information available, it is estimated that the gross settlement cost will be $_____ The amount available for release as excess to the contract is $___. Any payments previously made to the Contractor for terminated items have been considered in arriving at the above amounts.

[*If prior letters recommending release of excess funds are cited, use the following as paragraph 2:*

The estimated settlement costs previously reported by reference (b) in the amount of $____ are revised. On the best evidence now available, it is estimated that the settlement costs will be $___ The additional amount available for release is $_____.]

(3) The related appropriations and amounts involved are:

Appropriations	**Allocated Amounts**
_____	_____
_____	_____

Copies to: Paying Office Accounting and Finance Office Other

Parent topic: Subpart 49.6 - Contract Termination Forms and Formats