

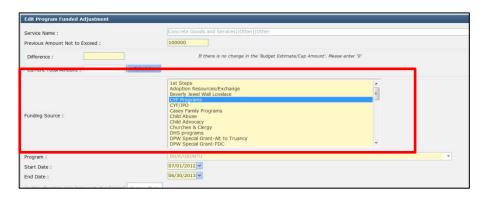
## How do I...

## REQUEST A NEW FUNDING SOURCE BE ADDED TO MPER

## OR AN OLD FUNDING SOURCE BE MADE INACTIVE IN MPER

On the MPER Allocation Statement Page the Program office staff must select one or more funding sources for each service on the contract (see screen shot below).

To request a new funding source be added to the MPER drop down for your office/bureau, email the Contracts Unit Manager.



If an existing funding source has become obsolete, the source should be made inactive so that it will not be used in future periods.

To request a funding source be marked inactive in the MPER drop down for your office/bureau, email the Contracts Unit Manager.