

PROJECT CLOSEOUT FORM

PROJECT NAME: _____

PIR #: _____

BANNER FUND #: _____

FACILITIES OPERATIONS • OR • CONSTRUCTION ADMINISTRATION:

(Please initial and forward) _____ **Date:** _____

Project Manager:

Project manager confirms that all encumbrances can be released. All construction

Material summaries, contractor's pay requests, & A/E billings have been submitted for final payment.

PLEASE FORWARD TO:

Elsie Smith – Business Administration for Construction and Physical Plant
Box 870235

BUS ADMIN FOR CONSTRUCTION & PHYSICAL PLANT: (Please initial and forward)

Project Accountant:

Contracts closed out, final bills paid, and encumbrances released.

Please Forward to:

Plant Accountant, Financial Accounting. & Reporting
Box 870136

FINANCIAL ACCOUNTING & REPORTING: (Initial and file in Fund Data book)

Plant Accountant:

Deficits funded/excess funding returned to funding source.
Account deleted.