

Department Closeout Checklist

Grant/Contract _____
 Fund _____
 Index _____
 End Date _____

Principal Investigator _____
 Dept. Closer _____
 Completed (sign & date) _____
 Reviewed (sign & date) _____

Initial When Completed	Date When Completed	Item	Comments
		Is the Grant or contract closing?	
		Is the Fund closing?	
		If the fund (but not the grant or contract) is closing, is the new fund/index set up?	
		All recurring charges are moved off the grant/contract with the correct effective date (including Telecom/ITS).	
		All expenses are correct grant/contract charges. Any incorrect charges have been moved off.	
		No correct grant/contract charges are missing. Any missing charges have been moved into the correct fund.	
		All encumbrances are at zero.	
		The PI has confirmed that all Progress reports have been turned in.	
		All other required documents have been completed (list under comments).	
		The Reconciliation Form has been completed and sent to Contract and Grant Accounting Office.	
		(HSC only) direct expenses match Banner direct expenses.	
		Confirm the grant/contract or fund has been closed by the Core Office.	