



Project Start Date: \_\_\_\_\_  
 Project End Date: \_\_\_\_\_  
 Index (Budget) Code: \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Project Close Form

Use for Special Project and Research Accounts

	√	Date Completed	Comments
Final Report Submitted			
<b>Total Funds Spent</b>			
		A	\$
<b>Total Funds to be:</b>			
Repaid to the Funding Agency, or		B	\$
Transferred to/from Internal Account		C	\$
<b>Total Project Funds</b>		<b>(A+B+C)</b>	<b>\$</b>
<p>If to be 'Transferred to/from Internal Account' indicated above, transfer surplus to/cover deficit from account</p>			
<p>Records to be kept for _____ years, until _____, 20</p>			
<p><b>**Once completed, submit to the Research and Project Account Analyst in Finance (A291) for closure**</b></p>			

Additional Comments

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**Signor's authorization verifying the project deliverables have been met and the account can be deactivated:**

Name (please print) \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Position Title \_\_\_\_\_