

Department Expired/Closing Account Checklist

Account Number(s)

PI/Co-PI's

Project Period

Extension/Continuation*

**If extension, process NTP or NCE*

**If continuation, check with SPS for account assignment*

Closing	Bsns Ofc Action	Date Completed
Payroll	Monthly	Sal Proj/PAIS
	Biweekly	notify clerk
Cost Share	Single	Sal/Proj/PAIS
	VCS/Rel Time	PAR Notation or Sal Proj
	Memo	special DREF, if applicable
Terminate/Transfer		
Should account be locked	check with SPS	
Check minors	contact depts involved	
MERS	Form 77	
Mailing Card	notify clerk	
Copy Machine #	notify clerk	
Demurrage	Form 1000	
Library Copy Card	action as needed	
Special Procurement Needs	notify clerk	
Review post term expenses	remove/verify allocability	
Encumbrances/standing orders	review/action as needed	
Overdrafts	action as needed	
Transfer to residuals	if applicable	
Technical Reports	check with PI	
Review cash balance	check with PI or SPS	
Subcontract Plan		
Final expenses billed	Check with Subcontractor	
Final reports received	Check with PI	
Cost Share commitment met	Check with Bus Man	

Additional Notes
