

# SPS ACCOUNT CLOSING CHECKLIST

Account Number(s)

---



---



---

PI/Co-PI's

---

Project Period

---

Business Office Contact

---

CLOSING	SPS OFFICE ACTION	Date Completed
<b>Compare Sponsor Award to Budget</b>		
<b>All Costs Booked</b>	Contact Bsns Ofc	
Major/minors - check all		
<b>Lock Account</b>	Contact Bsns Ofc	
Shut off Cost Sharing		
<b>Review Charges</b>	Contact Bsns Ofc-if problems	
Post-Expiration charges		
<b>Check Encumbrances</b>	Contact Bsns Ofc-if problems	
<b>Check Foreign Travel</b>	Contact Bsns Ofc-if problems	
<b>Check Regulatory</b>		
Animal	S:\bs\COMMON\USERS\SPS\ACCTMGT\MGMT AREA\CLOSINGS	
Human Subject	S:\bs\COMMON\USERS\SPS\ACCTMGT\MGMT AREA\CLOSINGS	
<b>Check F&amp;A (IDC)</b>	Adjust if necessary	
<b>Check Cost Sharing</b>		
Central Reserve	Adjust if necessary	
Single Account	Adjust if necessary-return unexpended funds to school/dept/VPR	
Contributed F&A (IDC)	Adjust if necessary	
Memo Match	Documentation in file	
<b>Reduce Budgets if Necessary</b>		
<b>Check Income</b>		
Income JV	Prepare Income JV - if applicable	
Final Billing Done	Check with Accounts Receivable	
Final Technical Reports	Contact Bsns Ofc-if problems	
Final Financial Reports	Check Grant/Contract	
<b>Excess Income</b>		
Residual Account Form/JV	Contact Bsns Ofc	
Return to Sponsor/Invoice Voucher	Check Grant/Contract	
<b>Other Reports</b>		
Financial Status Report	Form SF269 of SF269A	
Federal Cash Transaction Report	Form SF272	
Property Report	If applicable	
Other Reports	Check Grant/Contract	
SPTS Reporting Requirements	Enter reporting requirements into SPTS	