

REQUEST TO CLOSE A PROGRAM

STEP 1: Director

Name of the Grant:

Grant/Contract Number:

Director of Grant:

Program Number:

Grant Period:

Last Day for Expenditures

Bank Account Number:

If Funds Remain,
Explain Where Funds are to be
Returned or Allocated:

Attach the Following Documents:

Award Letter

Copy of Yearly Summary Budget

Copy of Last Financial Report Sent to Funding Agency

Director Signature:

Date:

STEP 2: Contract Representative

Reconcile:

Budget to GL

Reconcile:

GL to Last Financial Report Sent to Funding Agency

Attach Documents:

All Financial Reports Sent to Funding Agency

Contract Rep Signature:

Date:

STEP 3: Controller

Received Date:

Bank Account:

Bank Balance:

Funds Over/(Under) Spent:

Balance of GL Due to/From:

Closed out in GP

Inactive in GP

Inactive Date:

Attach Grant Analysis Document

Instructions for CFO with Funds:

Controller Signature:

Date:

STEP 4: Controller/Chief Finance Officer (CFO)

Bank Transfer Information

From:

To:

Amount:

Description of Transfer:

Date of Transfer:

CFO Signature:

Date:

STEP 5: Contract Representative

Scan and email this document with all supporting documents to:

CFO

Records Manager

AFO

Program Director

Controller

File in Master File for Grant

Contract Rep Signature:

Date: