**FINANCIAL CLOSEOUT**

Project Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Target Date of Substantial Completion \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Target Date of Final Completion \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**THE FOLLOWING ACTIVITIES OCCUR DURING FINANCIAL CLOSEOUT**

YES NO N/A

The Project Manager confirms final construction cost audit has been received, evaluated, issued to Contractor and cost savings, if any, have been reconciled.

One copy to be filed in the project folder

Review final retainage payment to Prime Contractor, verify with Archivist all documents have been received and obtain ED approval prior to final retainage release.

Project Manager requests from Business Services a reconciliation of all non prime Contractor construction costs, including furniture, utility charges, permit and inspection fees, and verify all Shop charges have been accounted for.

Complete Project Completion Form to return any remaining funds.

One copy to be filed in the project folder