

**TENNESSEE TECH UNIVERSITY
FINANCIAL PROJECT CLOSEOUT FORM**

Index _____ Fund _____

Project Title: _____

<u>Grant Personnel:</u>	<u>T#</u>	<u>Name</u>	<u>College</u>	<u>Dept.</u>	<u>Center</u>
Principal Investigator					
Bookkeeper					

Budget (to be completed by Project Bookkeeper)

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
Have all purchase orders been issued prior to project end date; and have all charges been received, invoiced and paid?			
Have all travel reimbursements been completed and paid?			
Have labor distribution forms been revised to stop faculty/staff pay on the project?			
Has the final invoice from Subrecipient been processed and paid?			

Comments: _____

Cost Share/Match (to be completed by Project Bookkeeper)

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
Has required documentation supporting cost-share been completed?			
Has documentation of 3rd-party cost been added to grant records that are to maintained per record retention policy?			

Comments: _____

Subrecipient Closeout (to be completed by PI)

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
Have all technical reports/deliverables been received?			

Comments: _____

Final Reporting (to be completed by PI)

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
Have all final technical reports been completed & submitted to agency?			
Have you reconciled the final expenditures of the Subrecipient?			
Per Record Retention and Disposition Policy No. 113, the final technical report will be retained for 10 years after the project ends or for the duration specified by the grant, whichever is longer.			
Have all equipment purchases been inventoried?			
Have all equipment reporting documents been completed for sponsor?			

Comments: _____

A signed copy of this financial closeout form must be submitted to the Office of Grant Accounting (Box 5037 or Derryberry Hall, Room 126).
If you have any questions, please contact The Office of Grant Accounting (ext. 3026).

Principal Investigator / Date

Bookkeeper / Date

Department Chair / Date

Center Director / Date

Dean / Date

Grant Accounting / Date