

Grant Closeout Checklist

Project Name: _____

Grant Name: _____

General Ledger Project ID _____

Item Description	Y/N	Date Completed	Comments / Notes
1. Confirm all expenditures and revenues are correctly posted to the General Ledger Account.			
2. Cancel outstanding encumbrances and purchase orders.			
3. Verify that all revenues have been received from funding agency.			
4. End any payroll distributions.			
5. Determine the disposition of any inventory, fixed assets or property.			
6. Reconcile the final financial report to the General Ledger.			
7. Submit all final technical, progress, and financial reports to:			
8. Determine the disposition of program income from interest or fees.			
9. Determine the disposition of any excess match revenue.			
10. Save all financial, progress, technical, email correspondence, agreements, amendments, and any other grant documentation on the network.			

Once all steps are completed (as required), please sign and date this checklist and return it to _____ . Retain a copy in the master program file.

Project Lead: _____

Date: _____

Award Manager: _____

Date: _____