



Finalization of Account

To: Sponsored Program Services

Attn: _____

Date: _____

From: _____

Campus: _____

Award #: _____ **Project #** _____ **Task #:** _____ **Sponsor:** _____

Cost Share Award # _____ **PI Name:** _____

The above named award can be submitted for final billing/financial reporting and, upon receipt of final payment, may be closed.

I certify all **encumbrances** have been liquidated and all expenditures have been processed (this includes running Oracle RF Invoices on Hold Report, RF AP Unvalidated Invoice Report, and Open PO w/Active Encumbrance query.

I certify that all **salary suspense** items related to this award have been checked and cleared.

I certify that all **IFR payments** for this award have been processed.

I certify that all **Purchase Orders** related to this award have been closed.

I certify that **Cost Sharing** has been met and documented, if applicable.

Program **Progress/Technical reports** have been submitted. Date was/will be Submitted: _____

If any **inventions/subcontracts/property**, form DD882 and/or Property Inventory/Disposition form completed.

Documents to be submitted with this finalization form:
F&A Expenditures will be verified by SPS.
 ASI / PTACS - Main award
 ASI / PTACS - Cost share award
 Any relevant correspondence

PROJECT CLOSING:

Close Associated Cost Share Award

CARRY FORWARD INSTRUCTIONS (IF APPLICABLE):

\$ _____ to be transferred to Project/Task/Award # _____ DC

\$ _____ to be transferred to Project/Task/Award # _____ IDC

Comments/Remarks:

Authorized Signature

Date