

TENNESSEE TECH UNIVERSITY
FINANCIAL PROJECT CLOSEOUT FORM

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Fund

Project Title:

Grant Personnel: T# Name College Dept. Center

Principal Investigator

Bookkeeper

Budget (to be completed by Project Bookkeeper) Yes No N/A

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?

Comments:

Cost Share/Match (to be completed by Project Bookkeeper) Yes No N/A

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) Yes No N/A

Have all technical reports/deliverables been received?