



**Marion County
Board of County Commissioners**

Procurement Services

2631 SE Third St
Ocala, FL 34471
Phone: 352-671-8444
Fax: 352-671-8451

PROJECT CLOSE OUT MEETING REQUEST FORM

Project Name	SELP Arenas Sound Upgrade		
Project Code	LPC202304	Contract Number	24P-264
End-Using Dept.	Marion County Parks & Recreation - Southeastern Livestock Pavilion		
Project Budget	246303.00 ✓		
Final Project Costs	245737.00 ✓		
Remaining Funds	\$566.00 ✓		
Funding Restrictions (Grant, Etc.)			
Construction Manager Name	Kelsey Mears		

Documentation Provided

Copy of Dept. Acceptance letter: ☐ Yes ☐ No

Date Final Request for Payment Received 07/17/2026

Facilities Director/ Project Manager Signature: _____

Administrative Use

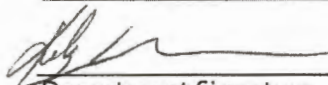
Date Meeting Request Received: _____

Date of Project Close Out Meeting _____

Project Completion Certification (To be completed & signed during CPM):

Recommendation for Remaining Project Funds

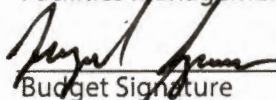
Remaining funds \$566.00 move to General Fund Balance


Department Signature _____ Date 7/30/26

Information Technology Signature _____ Date

Facilities Management Signature _____ Date

Procurement Services Signature _____ Date


Budget Signature _____ Date 7/31/26

Administration/Fiscal Signature _____ Date