



**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	Granicus Solution		
Project Code	ITC000001	Contract Number	19BE-192
End-Using Dept.	General Fund, Airport, Transportation, & Utilities		
Project Budget	\$156,260.00 ✓		
Final Project Costs	\$46,027.48 ✓		
Remaining Funds	\$110,232.52 ✓		
Funding Restrictions (Grant, Etc.)	N/A		
Construction Manager Name	Rita Wilemon (IT Applications Manager)		

**Documentation Provided**

Copy of Dept. Acceptance letter: ☐ Yes ☒ No

Date Final Request for Payment Received 2/25/2020

Facilities Director/ Project Manager Signature: [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**

Information Technology recommends the remaining funds under General Fund, AA700519, be moved to the Enterprise Resource Planning Capital Project, ESC000001.

[Signature] 3/19/25  
Department Signature Date  
N/A  
Facilities Management Signature Date  
[Signature] 5/9/25  
Budget Signature Date

[Signature] 3/19/25  
Information Technology Signature Date  
Debbie Cole 3/24/2025  
Procurement Services Signature Date  
[Signature] 4/4/2025  
Administration/Fiscal Signature Date