



**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

Project Code Contract Number

End-Using Dept.

Project Budget

Final Project Costs

Remaining Funds

Funding Restrictions (Grant, Etc.)

Construction Manager Name

Documentation Provided

Copy of Dept. Acceptance letter: Yes No

Date Final Request for Payment Received

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

Offset to budgeted revenues

T. J. ... _____
Department Signature Date Information Technology Signature Date

_____ Date _____ Date
Facilities Management Signature Procurement Services Signature

Miguel ... _____
Budget Signature Date Administration/Fiscal Signature Date