



# PROJECT CLOSE OUT MEETING REQUEST FORM

Project Name: Don Garlits Septic to Sewer

Project Code: UTC000200 Contract Number: 37981

End-Using Dept.: Utilities

Project Budget: \$179,500.00 ✓

Final Project Costs: \$156,761.70 ✓

Remaining Funds: \$22,738.30 *no*

Funding Restrictions (Grant, Etc.): N/A

Construction Manager Name: Alejandro Rad *AR*

### Documentation Provided

Copy of Dept. Acceptance letter:  Yes  No

Date Final Request for Payment Received: Dec 5, 2023

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

Transfer balance of funds (\$22,738) to reserves

*[Signature]* Department Signature Date: 1/16/24

*[Signature]* Facilities Management Signature Date: 1/16/24

*[Signature]* Budget Signature Date: \_\_\_\_\_

Procurement Services Signature Date: \_\_\_\_\_

*[Signature]* Administration/Fiscal Signature Date: 1/16/24