



# 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

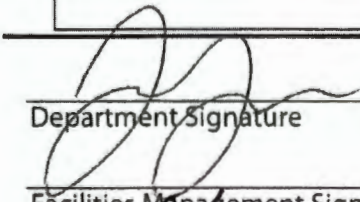
Date Meeting Request Received:

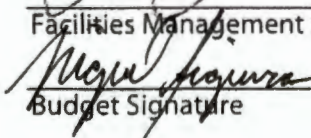
Date of Project Close Out Meeting:

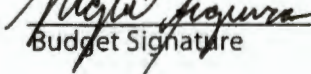
### Project Completion Certification (To be completed & signed during CPM):

Recommendation for Remaining Project Funds

Transfer to SOC000023 - MCSO Jail Boiler - VJ735523-562102 - \$32,053.86

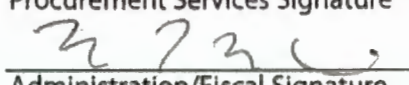
  
 Department Signature 12/9/24  
 Date

  
 Facilities Management Signature 12/12/24  
 Date

  
 Budget Signature Date

Debbie Cole Digitally signed by Debbie Cole  
Date: 2024.12.11 14:05:20 -05'00'

Procurement Services Signature Date

 12/12/24  
 Administration/Fiscal Signature Date