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PROCUREMENT

PROJECT CLOSE OUT MEETING REQUEST FORM

Project Name	Facilities Management - Emergency Generators		
Project Code	FMC000024 ✓	Contract Number	20B-140 ✓
End-Using Dept.	Facilities Management		
Project Budget	\$198,391.00 ✓		
Final Project Costs	\$198,390.00 ✓		
Remaining Funds	\$1.00 ✓		
Funding Restrictions (Grant, Etc.)	n/a		
Construction Manager Name	n/a		

Documentation Provided

Copy of Dept. Acceptance letter: ☐ Yes ☐ No

Date Final Request for Payment Received Jan 21, 2021

Facilities Director/ Project Manager Signature: _____

Administrative Use

Date Meeting Request Received: _____

Date of Project Close Out Meeting Jan 7, 2021

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

Recommendation for Remaining Project Funds

Facilities Management is requesting the remaining funds from account AA700519-562102 be transferred into the fund balance.

Department Signature

3-8-2021
Date

Procurement Services Signature

Date

Facilities Management Signature

Date

Administration/Fiscal Signature

Date

Budget Signature

Date

Rev 01/11