

DEPT CLOSEOUT CHECKLIST for Ledger 5 Funding

Account #: _____

Sponsor: _____

RADAR #: _____

Lead PI: _____

Who	Starting from end date	Task	Date Completed or NA	Specific Actions Taken	Notes
30 DAYS PRIOR TO CLOSE- Financial closeout and transaction review					
DEPT	-30	Notify research staff and students that award is ending so they stop using the account or segment at the appropriate time.			
DEPT	-30	Notify external units such as recharge centers to stop using the account after the current month's charges are submitted in order to minimize post-award corrections.			
DEPT	-30	Verify that all expenses are allowable, especially those posted within the last three months of the award. Items such as capital equipment purchases, service contracts, and large supply purchases are generally not allowable during the last three months of an award unless there is a competing renewal.			
DEPT	-30	Verify that all expenses on WRS are finalized and add any reconciling/trailing expenses to the COS closeout form. Remember to make sure the recon items post by, or shortly after, the end date (tuition, travel, journals, cost transfers).			
DEPT	-30	Final expenses should be made on Purchase Orders and must be delivered before the award end date.			
DEPT	-30	Review open encumbrances (purchase orders, on-line vouchers, travel expense reports).			
DEPT	-30	Resolve any effort-related issues identified at 90 days prior to end date.			
DEPT	-30	Ensuring Cost Share Commitments will be met, and gathering required documentation for 3rd Party/Other			