

## SAN JACINTO COLLEGE GRANT CLOSE-OUT CHECKLIST

Name of Grant: _____	Agency: _____
Grant #: _____	Fund Number: _____
Grant Start Date: _____	Grant Ending Date: _____
Grant Manager: _____	Location/phone# _____

***Check list: (if applicable to your grant)... Put N/A if not applicable.***

- \_\_\_ Review final budget and work with grant accountant to clean up all negative accounts, encumbrances, and requisitions. (Encumbrances & requisitions that will not be expended should be closed.)
  - Does revenue match expenses?
  - Has IDC been recorded?
  - Have we received all payments? AR/AP?
  
- \_\_\_ Review budget to ensure that all expenses have posted to your budget.
  - Have p-cards posted?
  - Is payroll complete?
  - All scholarships been claimed?
  
- \_\_\_ Complete and submit paperwork to move personnel from grant paid employment.
  
- \_\_\_ Complete and submit final narrative report to agency.
  
- \_\_\_ Work with OGM on financial report to agency.
  
- \_\_\_ Review grant files for completeness and accurateness (particularly make sure all time & effort sheets are accounted and in order)
  
- \_\_\_ Was equipment purchased from grant?   yes   no. If yes, please list the equipment and SJC location of equipment on the back of this form. (or get an inventory printout of all equipment purchased with grant funds)
  
- \_\_\_ Request location from Grants Office where your closed grant records will be stored.  
Location \_\_\_\_\_, Room \_\_\_\_\_
  
- \_\_\_ Alert all staff (Admins, DOM's, etc.) that this FOAP number should not be used after the closing date for supplies, requisitions, copying, etc.
  
- \_\_\_ Have OGM request fund number closed to prevent expenses from being charged to the grant.

***Note: Please list any other Close-Out information on back. Send a copy of this form to The Office of Grants Management, Michael Moore, District Annex Bldg. Suite# 200***