Close Out 2018-12-26

## **Project Manager**

- Schedule Inspection with contractor and maintenance department
- Make a copy of substantial completion certificate and punch list
- Prepare F767 Report of final inspection
- Confer and agree that the project is complete

In **PITS**, Go to master project Overview Select link to "Project archival and select approve"

## **Division of Business & Finance**

- Reconciles PITS and Edison
- Note funds to liquidate
- Enter PITS archival and select "Approve"
- Initiate and date Form and route

#### **PDC Director**

- Create SBC -1 form showing final accounting
- Upgrade PITS SBC 1 form to submitting
- Initial and date Form and route

#### **PDC Director**

- Review closure nomination
- Upgrade PITS SBC-1 form to pending
- Initial and date Form, route by selecting archival and approve

# **Budget Coordinator**

- Enter **PITS** funding liquidations
- Upgrade PITS SBC-1 to Approve current
- Invoke PITS project archiving function
- Initiate and date form

## **Division of Business and Finance**

- Makes final Edison Budget entries
- · Any excess funds are returned