

OFFICE OF GRANTS AND RESEARCH ADMINISTRATION

THREE (3) MONTH CLOSE OUT INTERVIEW CHECKLIST

Date: _____

Grant Number: _____

Fiscal Officer: _____

Attendees: _____

Three (3) months prior to the close out of the grant fund, the Fiscal Officer must meet with OGRA accountant for the grant fund and ensure that the account is reconciled and the expenditure of funds is accurate. Supporting documentation for each action item and notes for each meeting is to be attached to this checklist. Upon finalization of the close out interview both the interviewing accountant and Fiscal Officer are to verify this checklist by signing this document. All documents are to be scanned and stored on the shared drive and noted on the operational calendar.

Action Item	Contact Person	Yes/No/ NA	Notes
Deactivation Letter			
Detailed Expenditure Report			
Open Encumbrances			
Open Requisitions			
Open Invoices			
List of Checks that have not cleared			
Detailed Payroll – Labor Distribution			

Total Revenue/ Remaining Balances			
Time and Effort Reports/Personnel Summary Sheets/Timecards			
Fringe Benefit calculation verified			
Progress Reports (Copies and verification of receipt and final due date)			
Fiscal Reports (Copies and verification of receipt and final due date)			
Subcontracts/ Contracts on file?			
Equipment List/ Property Control			
Final Review of File/ Is file complete?			

I certify that the above information is correct, accurate and has been reconciled to the grant fund account; that the above information was validated and confirmed by the grant fund Fiscal Officer and that all appropriate documentation supporting the above information is attached.

Interviewing Accountant:

Print Name

Signature

Fiscal Officer:

Print Name

Signature

Date: _____