EAST TENNESSEE STATE UNIVERSITY

Close-Out

Project Manager
· Schedule inspection with contractor
· Make a copy of substantial completion certificate and punch list
· Prepares F68 Report of Final Inspection

In PITS, Go to Master project Overview
Select link to "Project Archival and select approve"

Finance
· Reconcile **PITS** and **Edison**
· Note funds to liquidate
· Enter **PITS** archival and select "Approve"
· Initial and date Form and route

Business Director
· Create SBC-1 form showing final accounting
· Upgrade SBC-1 form to Submitting
· Initial and date Form and route

SPA
· Review closure nomination
· Upgrade **PITS** SBC-1 form to Pending
· Initial and date Form and route by selecting archival and approve

Business Director
· Enter **PITS** funding liquidations
· Upgrade PITS SBC-1 to Approved Current
· Invoke PITS project archiving function
· Initial and date Form

Finance
· Makes final Edison budget entries
· Any excess campus funds are returned