

# Johns Hopkins Enterprise PROJECT CLOSE OUT

SAP Project Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Manager: \_\_\_\_\_

In-Use Date: \_\_\_\_\_

## **APPROVALS FOR CLOSE OUT:**

Project Manager: \_\_\_\_\_  
(Print Name) (Signature) (Date)

Budget Analyst: \_\_\_\_\_  
(Print Name) (Signature) (Date)

Space Inventory Manager: \_\_\_\_\_  
(Print Name) (Signature) (Date)

Administrator: Director: \_\_\_\_\_  
(Print Name) (Signature) (Date)

## **FUNDING CLOSE-OUT:**

SAP Project Number (WBS #) \_\_\_\_\_

Remaining Fund Amount \$ \_\_\_\_\_ Date: \_\_\_\_\_

Initial Only:

- PM initial that no additional projects can pull from this, and finance can close. \_\_\_\_\_
- Budget Analyst verification of remaining fund and amount to be returned. \_\_\_\_\_
- Director initial authorization return of unused funds to re-allocation. \_\_\_\_\_
- Director initial authorization return of unused funds to source. \_\_\_\_\_

Sent form to FASSC (date) \_\_\_\_\_

## **NOTES:**

Released Budget Amount:

Final Expenses:

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## ***faSSC USE ONLY***

Document # \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_