

**Johns Hopkins Suburban  
PROJECT CLOSE OUT**

**In Use Date:** \_\_\_\_\_

Canceled

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

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

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

**Send Funds to Re-Allocation:** \_\_\_\_\_  
(Z fund # and Amount to Send)

**Project Manager Verification:**

A. Confirmation No Open Commitments: \_\_\_\_\_

B. Confirmation All GRs Completed: \_\_\_\_\_

C. No Outstanding Invoices: \_\_\_\_\_

D. GR/IR Variance Cleared: \_\_\_\_\_

**APPROVALS FOR CLOSE OUT:**

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

Sr. Director of Operations: \_\_\_\_\_  
(Print Name) (Signature) (Date)

Sr. Director of Finance: \_\_\_\_\_  
(Print Name) (Signature) (Date)

\_\_\_\_\_

Sent Form to FASSC: \_\_\_\_\_  
(Date)

**NOTES:**

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***FASSC USE Only***  
Document # \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_