

## ACCOUNT CLOSEOUT CHECKLIST

1. Confirm with PI/GO that there are no outstanding obligations for the project.
2. Remaining encumbrances are liquidated.
3. Forward funding / Guarantees, if any, are returned in full.
4. All advance payments to vendor and P-Card purchases related to the project are reconciled.
5. F&A calculation is checked.
6. Billing is complete and other related reporting requirements are met.
7. All payments are received from sponsor.