THE UNIVERSITY OF MEMPHIS

Capital Projects Management

Close-Out

02/20/18

Director Construction

- Schedule inspection with contractor and institution facility coordinator
- Make a copy of substantial completion certificate and punch list
- Prepares F 764 Report of Final Inspection

Confer and agree with institution that project is complete

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

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Accountant

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

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SBC Project Manager

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

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AVP CPD

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

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SBC Project Manager

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

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Accountant

- Makes final Edison budget entries
- Any excess campus funds are returned