Close-Out

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

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

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

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

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

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

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

Capital Projects Management

02/20/18