

STOUGHTON CPA PROJECT CLOSE-OUT FORM

Project Name: _____ Munis #: _____

Applicant's Organization: _____

Representative & Title: _____

Rep's Phone & Email: _____

Total Budget: \$ _____ Bonding Authorized: \$ _____

Expenditures: \$ _____ Bonding Issued: \$ _____

Surplus: \$ _____ Unissued Bonding: \$ _____

1. Was this project bonded? _____ (Yes/No) If so, list all bonds issued*:

Amount: \$ _____ Date bonded: _____ Term: _____ years

2. Surplus funds may be closed out, and, if applicable, unissued bonding may be rescinded: _____

3. Project has been completed to the applicant's satisfaction, except for the following minor "punch list" items*:

4. Who will be responsible for maintenance? _____

5. All warranty materials have been submitted to the appropriate office: _____

6. Project expenses have been within approved scope: _____

7. Project has been completed within budget: _____

8. All invoices have been submitted for payment: _____

9. Additional comments*: _____

*(*If additional space required, attach separate sheet)*

To the best of my knowledge, the above statements are accurate and correct:

Project Representative

Date

Date of CPC Vote to Recommend Account Close-Out/Rescission: _____