



UA PROCUREMENT & CONTRACT SERVICES

REQUEST FOR CLOSE-OUT - SUBAWARD/SUBCONTRACT/CONTRACT

**I hereby request close-out of No. _____
UA Purchase Order No. _____**

funded by

Has PI confirmed that all deliverables, including final report have been received and accepted?	Yes	No
Does PI intend to add any additional funds?	Yes	No
Does PI intend to extend POP?	Yes	No
Has final invoice been received?	Yes	No

Balance of subaward to be liquidated? This represents _____ % of total subaward. If this % represents an amount greater than 15% of the total subaward, please provide an explanation for this remaining balance. (examples: Were there problems on this project, did we receive the deliverables/reports, did the scope change? What is the reason that this project has such a significant amount of funds remaining?)

Once this form is completed (all areas must be filled out), P&CS will issue a Release of Claims (ROC) to subrecipient. Subrecipient will have 45 days to complete the ROC and submit final invoice.

If subrecipient has submitted an invoice marked FINAL at the same time the department has requested close-out, P&CS will direct Accounts Payable (A/P) to make payment before we receive the ROC from subrecipient.

Submission:

All close-outs for subawards shall be emailed to Maren Savage (mosavage@alaska.edu) and cc Michelle Littell (mlittell2@alaska.edu).

All other close-outs to subcontracts or contracts shall be emailed to the applicable UA procurement officer.

Please include Request for Close-Out and include both the UA No. and PO No. in the subject line.