

The contract, purchase order, and project closeout processes consist of the following steps:

1. Contract/PO Closeout

- a. When an invoice is received for approval, the Project Manager will run the following report to determine if there is an unliquidated obligation balance that can be used to pay the invoice: **FAC Project Funding Source Spend Details – GTCR** (*refer to job aide labeled 'FAC - Report - Project Funding Source Spending Details'*)
 - i. If the remaining unliquidated obligation balance for your Contract/PO is insufficient to pay the invoice, a change order is required in order to increase the obligation balance so that there are sufficient funds available to pay the invoice. Project Manager will route additive change order if applicable.
 - ii. If the Contract/PO obligation balance will be fully liquidated upon approval of the invoice, note in the “**Cloud**” comment section that the invoice is the final invoice, no further additive change orders will be routed, and the contract can be closed upon payment of the invoice. If work is not yet complete and change order(s) will be forthcoming, please add a Cloud note to that effect for the Contracting Officer. It is the Project Manager’s responsibility to communicate this important information, which will allow the Contracting Officer to determine whether the contract should be closed after the invoice is paid and take action as applicable.
 - iii. If the Contract/PO obligation balance will not be fully liquidated upon approval of the invoice, but all work has been completed and no further invoices will be submitted by the vendor (please confirm with vendor), note in the “**Cloud**” comment section that the invoice is final, no further additive change orders will be submitted and that a deductive change order will be routed to close the contract. This comment will inform the Contracting Officers that the contract will need to be closed after the final invoice is paid and the deductive change order is processed. It is the Project Manager’s responsibility to communicate this information.
 1. Route a deductive change order to closeout the remaining contract balance. Note that a deductive change order should always be routed to closeout any unneeded remaining contract balance, regardless of the dollar amount remaining. Indicate via a note to the Contracting Officer in the “**Cloud**” comment section that work is

complete, no further additive change orders will be submitted and the deductive change order will closeout the contract. When the deduct has been fully approved and processed, the Contracting Officer will closeout the contract.

2. Project Closeout

- a. When the project is **substantially complete** (*see definition below*), the Project Manager will take the following action:
 - i. Enter the date of substantial completion in the '**Substantial Completion Date**' field within the '**Facilities Project Variable Aspects**' section under the '**Additional Data**' tab for your Project in Workday. When this field is populated and saved, the Controller's Office will be notified that the project is ready for capitalization review. The Controller's Office will review for project capitalization on a quarterly basis; therefore, it is critical that this field is updated in a timely manner after project completion.
 1. **Substantial Completion Date Definition:** Certificate of occupancy date; or approval to occupy from GT Fire Marshall; or, if no permit, the date of acceptance of the work in place with only minor corrections outstanding (the project is complete for its intended use) after the final punch walk by the Project Manager; or, if an equipment installation project, the date that equipment installation or equipment startup is complete.
- b. When the project is **fully complete**, the assigned Project Manager at the end of the project will confirm that all contract/PO obligations have been fully liquidated (expensed) or closed via deductive change order. Upon confirmation, the Project Manager will update the project phase in Workday and change the project status to inactive. Steps to be performed by the Project Manager are as follows:
 1. Run the **FAC Project Funding Source Spend Details – GTCR** (*refer to job aide labeled 'FAC - Report - Project Funding Source Spending Details'*) report to confirm that all obligations have been fully liquidated and/or closed.
 2. Update the project phase to '**6.a Project Complete – Project Closed**' (*refer to job aide labeled 'FAC - Task - Updating Project Phases'*). When the project phase is changed to Project Complete – Project Closed, the Budget Office will be notified via a monthly report and will sweep any remaining budgeted funds whenever the project is funded centrally by the Institute. If the project is using a funding source that is not centrally funded, the customer/project requestor will be notified via a monthly report that the project is complete and any remaining budgeted funds may now be swept. Customer/project requestor will need to notify his/her departmental finance team that any remaining budgeted funds can be swept and repurposed.

3. Change the 'Status' field under the 'Project Summary' section to '**Closed**'. This triggers routing of the project to Facilities Finance for final closeout approval.
- c. Prior to final approval of project closeout, Facilities' Finance team will take the following actions:
 - i. Run **FAC - Project Based Open Obligations by Line - CR** to confirm that all D&C purchase orders and contracts are fully liquidated and have a status of 'Closed'. For billable projects, Facilities Finance team will also confirm that all D&C project management and/or design fees have been billed. After final project closeout is approved, the project will be closed.
 - d. Leadership (D&C Management, Finance Management, Budget Office and SFS VP) will hold a regular meeting once every two months (bimonthly) to monitor the status of active projects and ensure that the project closeout process is being followed.

FAC Project List and Workload – GTCR report (*refer to job aide labeled 'FAC - Project Risk_D&C_O&M - Project List and Workload Report'*) will be utilized for the bimonthly meeting. Focus can be placed on older/aging projects and the current phases for those projects. Any old projects that have been completed but are still on the list should be targeted for review in the next monthly meeting since the project closeout process was not correctly performed for these projects. SFS VP expectation would be full project closeout of the targeted projects prior to the next bimonthly meeting.