

**FEDERAL PROGRAMS  
CLOSEOUT CHECK LIST**

DATE OF ACTION	ACTION REQUIRED	CERTIFICATION SIGNATURE AND DATE
Sixty (60) Days Prior to Closeout	Notify Finance, Property Management, Mayor's Division of Federal and State programs, and Chief Administrative Office of Closeout date and auditor, in writing	
Thirty (30) Days Prior to Closeout	Give inventory of moveable property to Finance. Terminate requisitioning process.	
Fifteen (15) Days Prior to Closeout	Provide Finance with payroll documentation of pending employment termination.	
Ten (10) Days Prior to Closeout	Give Finance reconciliation of any changes in moveable property inventory. Give Civil Service a list of employees scheduled for termination. Notify employees of pending termination.	
Prior to Program Closeout	Pack records for transfer. Pack or prepare all moveable property for transfer.	

All phases of the closeout process listed above are to be completed prior to program termination. The program Director certifies completion by signing and dating in the space provided. Copies of this form are to be given to the Chief Administrative Office, the Department of Finance and the Mayor's Division of Federal and State Programs.