

# PRELIMINARY FINANCIAL CLOSE OUT RELEASE OF FUNDS

PROJECT NAME:  
DATE:  
PROJECT NO:  
FAS ACCT NO:

DATE RECEIVED:

\_\_\_\_\_  
\_\_\_\_\_

Approved Certificate of Substantial Completion or Project Closeout Date

Architect Approval Letter for Completion of Punchlist Items

FINANCIAL REVIEW:

\_\_\_\_\_  
\$ \_\_\_\_\_ -

**Balance, FAS Account No: 0 , as of: January 0, 1900**

Retainage due Contractor

\$ \_\_\_\_\_ -

Other amounts due Contractor (including outstanding pay requests, CCA's and CO's)

\$ \_\_\_\_\_ -

Disputed Costs

Greater of: 1% of construction amount, or Sales Tax Savings

\$ \_\_\_\_\_ -

Fees due Architect/Consultant and/or Construction Manager

\$ \_\_\_\_\_ -

Outstanding P.O.'s due Contractors/Vendors other than General Contractor

\$ \_\_\_\_\_ -

Outstanding invoices in General Accounting

**\$ \_\_\_\_\_ -**

**TOTAL TO REMAIN IN CONSTRUCTION ACCOUNT**

\$ \_\_\_\_\_ -

**Remaining funding is insufficient - No further action to be taken.**

APPROVED BY:

VERIFIED BY:

\_\_\_\_\_  
Project Manager Date

\_\_\_\_\_  
Financial Management Date

\_\_\_\_\_  
Director Date

xc: Project Manager  
Central File  
General Accounting

**PRELIMINARY FINANCIAL CLOSE OUT**  
**RELEASE OF FUNDS**

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