ARTICLE XXII- CLOSING PROCEDURES

When a project has been completed and all costs have been paid in full, a Construction Project Completion Report (Appendix, Form C-30), will be prepared and filed with PVAMU Controller’s Office and Accounting.

22.5 A complete listing of inventory and non-inventory movable furnishings should be transmitted with the Form C-30. This is accomplished by reproducing Form C-22 Movable Furnishings List - As Installed (Appendix, Form C-22) which is created by the CPO Interior’s section.

22.8 Any balances of unexpected project appropriations should be reverted to their original funding source prior to or in conjunctions with the preparation of the Form C-30. The PVAMu Controller’s Office and Accounting is authorized by System Policy 51.08 (Exhibit2j) to approve fiscal request to accomplish the reversion.

22.9 The accounting records between AVCBA (FAMIS) and CPO will be reconciled and forwarded by FAMIS to the Component’s fiscal office with the approved Form C-30.