| ***Date:*** |  |
| --- | --- |
| ***PI/Co-PIs:***  |  |
| ***Funder/Program:***  |  |
| ***Project Title:*** |  |
| ***Prime Award Number*** |  |
| ***Award Date:*** |  |
| ***Project Period:*** |  |
| ***Award Amount:*** |  |
| ***Account #:*** |  |
| ***If F&M is the sub-awardee:*** |  |
| ***Prime Institution*** |  |
| ***Sub-award agreement #:***  |  |
| ***Match Acct. # (if applicable:*** |  |
| ***Attendees:*** |  |
|  | **YES** | **NO** | **Notes** |
| 1. Review summary of account balance (attached).
 |  |  |  |
| 1. If applicable, discuss plans to spend down remaining balance.
 |  |  |  |
| 1. Are there any unallowable charges showing in the account (i.e. alcohol purchases with federal funding dollars)?
 |  |  |  |
| 1. Is the account overspent? If so, please indicate where to charge the overage.
 |  |  |  |
| 1. Are there any charges appearing in the account that shouldn’t be there?
 |  |  |  |
| 1. Are any transactions miscoded? If so, list the miscoded transaction(s), the amount to be moved, and where the expense should go.
 |  |  |  |
| ***Closeout Items:*** |  |  |  |
| 1. Final Technical Report
 |  |  |  |
| 1. Final Invoice
 |  |  |  |
| 1. Other Required Documents
 |  |  |  |
| 1. Other items to discuss?
 |  |  |  |