

Closeout Extension Request

Note: This request must be received before the current Closeout Reconciliation Form deadline.

Departmental Use

Requester: _____ Email: _____ Department: _____

Grant: _____ Fund: _____ Index: _____ Project End Date: _____

Current deadline for expenditure postings and return of Closeout Reconciliation Form: _____

New Requested Deadline: _____ Reason for Extension: _____

Signature of Requester

Please forward to your Chair or Director for approval. Once approval is received, email the form to Contract & Grant Accounting at indexcga@unm.edu.

Chair or Director approval

I approve the request for the closeout deadline understanding that a review will be performed to verify the final invoice and/or financial reporting can be met with the new closeout deadline.

Signature of Chair/Director

Contract & Grant Accounting

Our department can meet the final invoice and/or reporting deadline based on the above requested date.

Our department cannot meet the final invoice and/or reporting deadline based on the above requested date. Recommended new deadline date: _____

Comments:

Contract & Grant Accounting Signature

Financial Service (Controller)

The request is

Approved _____ Approved with Contract & Grant Recommended New Date _____

Disapproved _____ Reason: _____

Financial Services Signature

Final form to be sent to the requestor and Contract & Grant Accounting.