

Notification to Close TAMS Accounts / Projects

The accounts/projects listed below may be closed. The activity for which the account/project was established is complete. All transactions have been posted, all encumbrances have been released and the account/project balance is zero.

Accounts/Projects cannot be closed if they have an outstanding balance.

Please provide the following information for each account/project that you would like to have closed:

Account/ Project No.	Account/Project Name	Responsible Person	Effective Close Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Department Head/Responsible Person

Notifications to close GL Accounts should be submitted to the Accounting Office, 1030 Audubon Street, Uptown Campus. Call 865-5371 if you have questions.

Notifications to close GM Projects should be submitted to the Grants & Contracts Accounting Office, Ste. 203 Elmwood Campus. Call 865-5581 if you have questions.