# Final Report Notification

Fiscal Officer, Delegate (KFS) and Project Director

Attached is a copy of the final report/invoice on the above referenced account for your records and will be used as an official, auditable record of the grant’s expenditure activity.

**The account has been finalized in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If indicated, the following conditions apply to the closing of this account:

( ) A disbursement voucher for $\_\_\_\_\_\_\_\_\_ will be generated returning unexpended grant funds to the agency. Please watch for this document and approve as soon as possible to expedite payment

( ) Overdraft amount $\_\_\_\_\_\_\_\_\_\_\_

( ) Open Encumbrance(s)

Any unallowable expenses left unresolved or remaining overdraft balances will be resolved by ORA at this time through a transfer of funds document. The departmental continuation account will be utilized to complete the closeout of the grant.

After submission, the account(s) are considered closed If additional transactions are posted on the account, the department is responsible for timely resolution.

Thank you for your assistance and should you have any questions, please feel free to contact me.

Sincerely,

Financial Analyst