

**SUPPLEMENTAL PROCEDURES
CONSTRUCTION & PLANNING OFFICE
PRAIRIE VIEW A&M UNIVERSITY**



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.