

September 4, 2003

Project Manager
PLE

To: _____

*Integrity Inspection
& Remediate 187*

The following order/s showed up on the TOM03 report this week.
#1 – Construction As-Built Follow Up List.

Question:

Does this order require As-builts?
Yes?

If so, please follow up with GC to ensure they send the As-builts to the close out desk when the job is completed. Then let me know so I can extend the order end date in PSRS and the "Ord Stat" report so you will not show up on the TOM03 until then.

If this order **does not** require As-builts, sign off on the foreman's page of authorized job estimate (entire estimate, copy of estimate is fine) and submit to close out desk for processing. I will extend the end date to allow time for processing and this will prevent the order from showing up on the TOM03. Please complete a close out form and forward to the close out desk along with the signed off estimate.

Please let me know if you have any questions or would like to discuss further, I can be reached at _____

Thanks,



CGT Specific Order Close Out Form

Order: _____

PSRS: _____

Title: _____

Date: 9/04/2003

Project Manager: _____

PM Dept: _____

Type of Job: Pipeline

Station

Please indicate Y(es), N(o) or N/A for each item.

Project Manager Approves This Project to Begin Close Out Process. Please complete check list and forward to the Close Out Desk.	
1 Is there a formal job estimate for this order number?	
2 Is Mapping (As-Built) required for this project?	
3 If Mapping is required, has it been completed?	
4 Is Design Drafting work required for this project?	
5 If Design Drafting work is required, has it been completed and the date updated in PSRS's As-built column?	
6 Are all Requisitions or Purchasing Transactions (including goods receipts, goods returns, materials overdraw transactions, salvage, and invoice adjustments) complete?	
7 Are all labor charges complete and no new ones expected (please allow a minimum of two weeks for payroll transactions to post to SAP)? Note All labor charges should be processed before changing status to Technically Complete or Pre-close	
8 If order is billable, has the order been processed in NEBS?	
9 Are all documents complete and included in job file?	
10 Has Plant been installed and made operative (For 7000000 series only) Operative Date: _____	

Submit this completed form to GSM&TS, Close Out Desk, for processing.

(Attention: [Redacted] 375 North Wiget Lane, Suite 170)

Note: If no problem exists (e.g. Open items, AUC balance, SMUD billing, etc.) order status will be advanced to "PRE-CLOSE" by Sr Financial Analyst. After the SAP month-end processing has been completed, SAP's batch-processing will automatically change the order status to "CLOSE"

<i>Office Use Only</i>	
To _____	Date _____
PSRS Number _____	Date _____
Open Items Exist _____	No Open Items Exist _____
Released Status _____	Tech Complete Status _____
Filed In Records Date _____	

Last Updated 9/4/2003
template doc

File P \Close Out Desk\CGT Order Close Out Form