

CGT Specific Order Close Out Form

Order: _____ PSRS: _____
 Title: _____ Date: _____
 Project Manager: _____ PM Dept: _____
 Type of Job: * Pipeline * Station

Please indicate Yes, No or N/A for each item. 1. If As-Builts are not required, please submit a copy of the authorizing job estimate, sign off the foreman's page with the start and complete dates, and forward it to the Close Out desk for processing. This signed-off authorizing estimate or email will be treated as your As-Built.

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-Builts) 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. Has the responsible Engineer reviewed and approved the As-builts	
7. Has the responsible Engineer reviewed and approved the STPR(s)?	
8. Are all Requisitions or Purchasing Transactions (including goods receipts, goods returns, materials overdraw transactions, salvage, invoice adjustments and Reprographics work) complete?	
9. 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.	
10. If order is billable, has the order been processed in NEBS?	
11. Are the following documents completed and included in the job file? A. Foreman's Copy _____ C. STPRs _____ B. As-Builts _____ D. X-Ray Report _____	
12. 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: _____)

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: _____	