ONE Grant/Project per Form

Grant/Project Number:

Cost Center Number:

Grant/Project Description:

Grant/Project End Date:

Name of Requestor:

Signature of Requestor:

- Make sure a zero balance is showing on the Grant/Project
- Make sure the Grant is not funding payroll
- Email the completed form to the Stratus Financials Team at stratusfinancialsteam@towson.edu

For Financial Systems & Technology Staff:

Chart of Accounts Maintenance in Closing Grants/Projects:

Verify Zero Balance

HCM: Inactivate Commit Accounting used as Payroll Funding Source (Query: TU_FIN_GRANT_LOOKUP)

HCM: Hiring Department Lookup Table – Inactivate Status – Delete Department Field

CS9: Item Type in Student Financials: if used, re-direct funding [TUSF_DEPTS_WITH_ITEMTYPES] Stratus

AR: inactivate memo lines

Stratus: Inactivate Cost Center

Stratus: Inactivate Alias

Status Column Check on Crosswalk Spreadsheet

Notification for Stratus Allocations Month End Run

Date Completed:

Signature: