

ONE Grant/Project per Form

Grant/Project Number:

Cost Center Number:

Grant/Project Description:

Grant/Project End Date:

Name of Requestor:

Signature of Requestor:

- x Make sure a zero balance is showing on the Grant/Project
- x Make sure the Grant is not funding payroll
- x Email the completed form to the Stratus Financial Team at [stratusfinancialstea@towson.edu](mailto:stratusfinancialstea@towson.edu)

For Financial Systems & Technology Staff:

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Chart of Accounts Maintenance in Closing Grants/Projects:

Verify Zero Balance

HCM: Inactivate Commit Accounting used as Payroll Funding Source (Query: #U\_FIN\_GRANT\_LOOKUP)

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

CS9: Item Type in Student F