Procedure

It is the Project Manager's responsibility to regularly review their capital project reports from the Capital System for accuracy. Questionable charges or issues are to be brought to the Capital Accountant for review and resolution.

Before asking the Capital Accountant to close the project, Project Managers must ensure that all charges are included, are legitimate and that there are no errors in commitments or costs.

The Capital Accountant will perform a reconciliation during project closing. Should there be material differences in the reports during closing the Capital Accountant will advise the Project Manager of the differences.