

Service and Recharge Center Close Out Check List

☐ **Asset Disposals:** Properly dispose of any center owned assets either through a reassignment or sale (if applicable). If any assets were purchased using federal funds, visit [Asset Disposals](#) and contact EIO eio@uw.edu for assistance in disposing of these assets.

Asset Sale Proceeds: When an asset is sold all the proceeds for the sale must be recorded in the center's Reserve Resource. Any gain or loss should then be recognized in the center's Operating Resource RS100073 via a Fund Transfer Journal from the center's Reserve Resource RS100076 into the center's Operating Resource RS100073.

☐ **Outstanding Expenditures:** Post all allowable outstanding expenditures to operating Resource and complete any authorized outstanding Fund Transfer Journals to reserve Resource.

☐ **Reconcile and post all customer receipts to Operating Resource.** If there is Internal Overhead in the RS100073 and RS100076 worktags, the center would need to contact Planning & Budgeting Ops. Unresolved Institutional Overhead issues can be addressed by submitting a [General Finance Ticket](#) with a description of the IOH issue in the ticket body.

☐ **Ensure that all deliverables have been met with customers.**

☐ **Fund Balance Resolution:** Properly resolve any outstanding fund balances outside the 60-day working capital (operating accounts, depreciation reserve accounts (if applicable), by working with Dean's/VP's office and MAA.

Excess capital (funds) on hand must be refunded to the center's customers.

Center must provide their Dean's/VP office and MAA a list of the center's internal federal customers, the amount of excess capital attributable to each internal federal customer.

Deficits must be funded in full. Only funds or transfers from non-federal sources can be used to resolve deficits.

☐ **Provide Zero Fund Balance Report from Workday (i.e. R1300) and attach to ticket.**

☐ **Confirm completion of the close out steps by checking each box.**