

# PROJECT CLOSEOUT

## PART 2 FINAL VOUCHER

Project Name: \_\_\_\_\_

State Number: \_\_\_\_\_

Federal Number: \_\_\_\_\_

Program: _____
Application #: _____
Project Manager: _____

### CHECKLIST TO BE FILLED OUT BY PROJECT SPONSOR AND RETURNED TO NHDOT WITH PROJECT COMPLETION FORM

- Sign Project Completion Form and return form and checklist to NHDOT before \_\_\_\_\_

Checklist Completed By: _____
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### CHECKLIST TO BE FILLED OUT BY NHDOT FOR CLOSING PROJECT AND REQUESTING FINAL VOUCHER DATE

- Received Signed Project Completion Form
- Sent Email to close project and prepare Final Voucher (Armand Nolin)  
•cc Finance & Contracts (George Poulin)  
•cc Project Manager
- Add to Tracking Form (Dawn)
- Confirmed Final Voucher date through STYP-RMS (Dawn)
- Sent letter with Final Voucher date to sponsor with date of archive retention  
•cc Project Manager
- Archived project files with date of Final Voucher

Checklist Completed By: _____
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**Final Voucher Date:** \_\_\_\_\_