



City of San Marcos Capital Improvements Project Completion Procedure

The following procedures are to be used for closeouts on all CIP projects.

Please check appropriate box when step is completed.

- _____ 1. **Project Manager** accepted and approved Consultant final invoice once record drawings are approved.
 - a. The consultant’s final invoice cannot be paid until final construction invoice is paid.
 - b. Final invoice must be original documents with signatures; no scanned documents.

- _____ 2. **Project Manager** shall perform the following tasks, when all invoices have been paid:
 - a. Verify hard copies of project documents have been scanned and saved to the file. Hard copies may be recycled.
 - b. Send Certificate of Acceptance to the Administrative Coordinator.

- _____ 3. **Administrative Coordinator** set up a reminder 60 & 30 days prior to warranty period ending in the Warranty Calendar.

- _____ 4. **Project Manager** shall perform the following tasks, after the 1 year warranty is up:
 - a. Copy the emails from the “Public Folder” to the electronic project folder.
 - b. Move the electronic folder from “ActivePrj” to “Completed”
 - c. Verified all invoices have been paid in Tyler and contracts are closed
 - d. Request project close out with Finance

The project is 100% complete and is ready to be closed out by finance:

Completed	N/A	Description
		Design Engineer – Final Invoice Paid
		Design Engineer – Record Drawings Received
		Contractor – Final Pay Application Paid
		Contractor – Certification Of Acceptance Issued
		Materials Testing Firm – Final Invoice Paid
		SWPPP Inspections – Final Invoice Paid
		ROW – Final ROW cost Paid
		Reimbursements – All Reimbursements From Outside Entities Received