Speedtype Inactivation Request Form

<u>Process to Inactivate Speedtypes After Final Project Closeout</u>

To request a speedtype inactive, please complete the following:

1. When applicable, complete and sign the grant recap. Make sure all necessary adjustments are completed.
2. TTD Expenses = TTD Revenue = Budget.
3. All employees' salaries distributed to the expired speedtype have been distributed to active speedtypes.
4. Confirm all purchases have been charged to the speedtype and all encumbrances are cleared.
5. Confirm with your PASC representative that all invoices have been sent and funds received.
6. Move any recurring charges (Airgas, ARC, etc) to other projects.

Once complete, send this signed document to: projectcloseout@case.edu.

Once marked inactive, no expenses, journals or salary adjustments will be allowable on this speedtype and it will then be placed on the list for deletion at year-end.

Please attach the summary page of the speedtype to this request and sign this document to confirm all the steps above have been completed and you request this speedtype be marked as INACTIVE and scheduled to be purged.

Speedtype(s)/CON(s) to inactivate:

Requestor's Signature and Date: