Lawrence Berkeley National Laboratory
Office of the Chief Financial Officer
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BSO CLOSE REQUEST CHECKLIST

The BSO process for requesting an ARRA project to be closed requires the following:

E-mail the request with the following information to the Budget Office at arrahelp@lbl.gov.

Subject: **REQUEST TO CLOSE ARRA PROJECT # (LBNL Project ID)**

1. Project Description:

2. LBNL Project ID:

3. DOE Project Code:

4. B&R Code:

5. Amount Funded:

6. Amount Costed:

7. Amount requested to be deobligated:

8. Y__N__ Will closure of this project be the final costs for the DOE project code?
   (*Some project codes have multiple projects*)