



The University of British Columbia
REQUEST TO INACTIVATE PROJECT/GRANT (PG) (Non-Research Only)
 Financial Services Department

Date _____

I. Send request to **Finance**.

Attention: Staff in-charge of the PG: Tanya Stein

II. **PG to be inactivated** _____

III. **Action Required to Inactivate the PG**

Eliminate the remaining PG balance by (please check one):

- Prepare a requisition for payment to refund the unspent balance to the Contractor/Grantor. Attach it to this request and submit to the attention of the Clerk In-Charge at Finance.

OR

- Prepare a journal voucher identifying the expenses to be transferred and submit it with this request to the attention of the Clerk In-charge at -Finance. On-line users should indicate the Journal ID number processed.

Specific instructions regarding the above:

Note: The responsible person must stop, delete, or transfer to an alternate PG all outstanding commitments and automatic charges such as:

Telephone	Contact IT Services.
Payroll	Submit an appointment form for change of account to Payroll Section of Finance.
Computing Services	Contact Computer Centre's Accounts Office.
Outstanding Travel Advance	Complete the travel advance claim/clearance form and send to Requisition Processing Section of Finance.
Purchase Orders	Contact Accounts Payable (AccountsPayableHelp@finance.ubc.ca) to decommit Purchase Order (PO) commitments no longer anticipated for delivery. Note that if POs are valid, then the commitment cannot be moved (due to system limitations) and the PG cannot be inactivated until the order is fulfilled and paid.
EBOS/P-Card	Contact Supply Management

Provide an alternate PG number to which transactions can be applied after the PG has been inactivated.

The alternate PG is: _____

The Manager's name is: _____

Contact Person for queries (PLEASE PRINT) _____ Tel: _____

IV.. **Authorizations**

I authorize Finance to inactivate the PG.

Signature of Manager for PG to be inactivated

Signature of Manager for alternate PG (if different)

Print Name

Print Name