GE.03 – Close Gift Project

**Project Close Requestor**
- Identify need to close project
- Create and submit request to close project

**Procurement Requestor**
- Do unpaid pledges exist?
  - Yes: Inactivate allocation in Advance
  - No: Notify requestor(s) to cancel open requisitions

**Gift and Endowment Project Accountant**
- Wait for all open pledges for the allocation in Advance to be paid
- Open transactions?
  - Yes: All expenses posted?
    - Yes: Refund to grantor?
      - Yes: Process A Cost Transfer (PPM.03)
      - No: Transfer costs?
        - Yes: Retrieve expenditure data for stewardship reports
        - No: Resolve issues and wait for expenses to post
  - No: Process Payment Requests (AP.03)

- Set project status to closed
- Update Advance/Fundriver accordingly
- Create stewardship reports
- Retrieve data from Advance for stewardship reports
- Retrieve expenditure data for stewardship reports
- Notify requestor(s) to cancel open requisitions

- Gift is completely spent or term has expired
- Donor requests gift back

- End

- Cancel PO from requisition