



PROJECT FINANCIAL CHANGE/COMPLETION REPORT

1. Action <input type="checkbox"/> A. Technical Final <input type="checkbox"/> C. Project Cancellation <input type="checkbox"/> E. Change Project Data <input type="checkbox"/> B. Administrative and Fiscal <input type="checkbox"/> D. Project Deletion			2. Control Number
3. Project Name and Address		4. Project Authorization Number	
		5. B/A Finance Number	6. Sublocation Number
		7. FMS Project Number	
8. Project Description			
9. Comments			
10. Personal Property is Involved <input type="checkbox"/> Yes <input type="checkbox"/> No If Personal Property is involved, complete and attach the Project Completion Reports Form 1233-A (Mechanization Identification and Cost Allocation) and Form 1233-B (Personal Property Identification and Cost Allocation).			

Certification

11. To Be Completed by the Construction/Project Manager			
The undersigned has inspected this facility or equipment and agrees that the project is satisfactorily completed and may be accepted for postal use. If applicable, attach deficiency report (punch list).			
Signature		Date Signed	Printed Name and Title
Telephone Number (Include Area Code)		Address (No., Street, City, State and ZIP + 4)	
12. To Be Completed By Contracting Officer		13. Prepared By	
Administrative actions are completed and final payments approved for project report. Do not complete this unless Item 1, B or C is checked.		This section to be completed on all forms submitted.	
Contracting Officer Name (Typed) and Signature		Date Signed	Prepared by
Contracting Officer Title and Address		Date	
		Telephone Number (Include Area Code If Not PEN)	

Instructions

A. Purpose of Form

The function of this form is to document technical and administrative/fiscal completion of all capital and expense projects. The form will provide project file documentation and facilitate the accounting transfer of capital project from work-in-process to assets-in-service and the deletion of a project from the active Project Authorization Control System (PACS) file. This form is also used to change certain items of project descriptive data which are initially entered via PS Form 4209.

1. Technical Final (Capital Projects Only)

The state of technical work performance when construction has been satisfactorily completed, with the possible exception of outstanding "punch list" items. The building or land improvement has been accepted for beneficial occupancy or use.

2. Administrative and Fiscal (Capital and Expense Projects)

The stage in which outstanding fiscal claims or charges against the project have been processed or adjudicated, except as provided in Management Instruction, FM 520-87-1, Procedures for Closeout of Facility and Fixed Mechanization Projects.

3. Project Cancellation

Applicable when the Request for Services has been canceled after funds have been spent.

4. Project Deletion

Applicable when the Request for Services has been canceled and no funds have been spent.

5. Change Project Data

Used to report a change in the Project Name (Block 2), the BA Finance Number (Block 4) or the Sublocation Number (Block 5). This action only requires entry of data into blocks one through seven and block thirteen.

B. Form Use and Distribution

The Construction/Project Manager must prepare an original and two copies immediately after a project has attained an appropriate completion stage. Distribute as follows:

1. Original to the St. Louis PDC.
2. First copy to the responsible Contracting Officer.
3. Second copy retained by Construction/Project Manager for official project file.

C. Specific Items

- Item 1. Check applicable box.
- Item 2. Enter document control number to consist of:
two-character responsible office code
one-digit fiscal year indicator number
four-digit sequence number
- Item 3. If a new post office, enter the name, street address and ZIP + 4. Identify station, annex, etc., and give address where facility is located. Apply descriptive name for other types of projects, e.g., "New Air Conditioning System."
- Item 4. Enter Project Authorization Number.
- Item 5. Enter the finance number of the organization who's budget will be affected by this project. The system will access the Installation Master File to retrieve the BA Code which corresponds to this finance number.
- Item 6. Enter the sublocation number of the facility where the work will be done.
- Item 7. Enter the appropriate Facilities Management System project number.
- Item 8. Provide a brief, factual description of the assets.
- Item 9. Enter any additional information pertinent to the project.
- Item 10. This section must be completed when Item 1 A, B or C is checked. If YES, be sure to attach Forms 1233-A and 1233-B.
- Item 11. The Construction/Project Manager must sign except for a 'Change Project Data' report.
- Item 12. The Contracting Officer must sign only when the form is being completed for an Administrative and Fiscal closeout or project cancellation.
- Item 13. Each form must include the preparation date and the name/phone number of the person who prepared it.