Speedtype Inactivation Request F...

Process to Inactivate Speedtypes After...

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. 〈garbled text〉 cleared.
5. 〈garbled text〉 been sent and funds received 〈garbled text〉
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.

〈garbled text〉 attach the summary page of the speedtype to this request and sign this document to 〈garbled text〉