**Attachment: Financial Closing Email Templates**

The **Financial Closing Email Templates** may be used by the PMs to ensure timely financial closing of a project needing additional funds or surplus funds returned to the client.

# Initial Email – Surplus

For auditing purposes, the OIT PMO is committed to closing projects within three months from the time execution is finished. I’m/We’re in the process of closing the [proj description] project# [proj #]. I/We have a surplus of $[amt] I/we will be returning to your department. The attached closing report details the original funding, project related expenses, and the subsequent surplus.

Unless you provide updated account information in the next week (five business days), I/we will process a request for the funds to be returned to [acct-org-sub]. This is the funding source for the original IPO.

Thank you for your cooperation.

# Final Email – Surplus

I/We haven’t heard from you regarding your refund for [proj desc], # [proj #], in the amount of $[amt]. As of today, I/we will be returning your unused project funds to [acct-org-sub] to enable the PMO to close the project.

Thank you,

# Initial Email – Deficit

I’m/We’re in the process of closing the [proj description] project# [proj #]. I’ve/We’ve identified the need for additional funds in the amount of $[amt]. The attached closing report details the original funding, project related expenses, and the subsequent deficit. [Extra description of why, if necessary: This additional expense is due to [the expansion of the project/unexpected costs /increased vendor costs] which we’ve discussed previously. OR As previously discussed, this additional expense is due to….]

Please provide the OIT PMO with funds equal to $[amt] by submitting an IPO in RU Market Place as follows below within the next two weeks.

For auditing purposes, the OIT PMO is committed to closing projects within three months from the time execution is finished. It’s important that we receive your payment as soon as possible to accomplish that goal.

Your prompt response is appreciated. Thank you,

Payment:

In the **RU Market Place**, key in **3077** for the selection below:

Supplier Site: OIT PMO

Description: OIT Project Management Services Project Number/Name: xxxx-xxxx project name Project Manager: name

# Follow up Email - Deficit

As a reminder, your project, [proj #] [proj desc], has a deficit of $[amt] [due to…]. For auditing purposes, the OIT PMO must be able to close the project shortly. Please submit an IPO in RU Market Place to the OIT PMO within the next week to cover the funds due to complete the project. Payment information is at the bottom of the original email below.

Your prompt response is appreciated. Thank you,

# Final Email – Deficit

As a reminder, your project, [proj #] [proj desc], has a deficit of $[amt] [due to…]. Your payment of this deficit is PAST DUE. I/We cannot close your project until payment is submitted.

For auditing purposes, the OIT PMO must be able to close the project shortly. Please submit an IPO in RU Market Place to the OIT PMO immediately to cover the funds due to complete the project. Payment information is at the bottom of the original email below.

Your prompt response is appreciated. Thank you,