



# Capital Project Completion Report The Southern Baptist Theological Seminary

**DEPARTMENT** \_\_\_\_\_  
**DIVISION** \_\_\_\_\_  
**PROJECT COORDINATOR** \_\_\_\_\_

**PROJECT INFORMATION**  
Project Name \_\_\_\_\_  
Project Number \_\_\_\_\_  
Project Account Number \_\_\_\_\_  
Approved Budget \_\_\_\_\_  
Project Start Date \_\_\_\_\_  
Project Completion Date \_\_\_\_\_  
Total Actual Cost (all invoices) \_\_\_\_\_

**CHECK ONE AND SPECIFY**

- Equipment (specify name and model #) \_\_\_\_\_
- Land Improvement (specify exact location) \_\_\_\_\_
- Building Renovation (specify building) \_\_\_\_\_

Is this project complete? \_\_\_\_\_  
OR  
Is this project part of a phase of renovations/improvements? \_\_\_\_\_  
If phased, what percentage of completion does this project represent? \_\_\_\_\_

**DETAILED SCOPE OF WORK THAT WAS COMPLETED**

I certify that the above project has been completed by the date specified above AND all invoices, receipts, and reimbursements have been processed and charged to the account. This project may be closed and documentation forwarded to Accounting. I further agree that subsequent receipts, invoices, and reimbursement received after this form is processed may result in having such expenses taken out my departments operating budget.

\_\_\_\_\_  
Project Coordinator's Signature \_\_\_\_\_  
Date

**Reviewed by:**  
**Director of Procurement** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Director of Accounting** \_\_\_\_\_ **Date** \_\_\_\_\_