

Education Property Maintenance Package

PROJECT COMPLETION FORM

Please indicate that you have included all documents and meet requirements.

Name of Proprietor:				
School Name:	Project ID number:			
MoE No.:				
Date Project commenced:	Date Project completed:			
EPMP Funding received: \$	Total cost of project (Excl GST): \$			
Variation of costs to approved release of funds Yes D NoD NAD				
If Yes, please supply the following information – 1) Reason for the variation:				
2)Confirmation that the variation was consistent with the approved project:				
3)Paid associated invoices included Yes	No□			
Evidence of practical completion: Tick				
Code of compliance attached: Yes				
Summary of total cost sign off: Tick □				
FOR REPORTING TO MINISTER:				
Please provide a photo and quote from the school on the impact of the project				



FOR OFFICIAL USE ONLY:

PROJECT CLOSURE

Documents	Notes:		Y/N
Invoices received			
Reporting for Minister			
Scan and save documents in school file			
	Date:	Initial:	
Date Holdback funds approved			
	Date:	Initial:	
Date Holdback Funds released			
	Date:	Initial:	