

<b>Subject: Policy for Program Inactivation</b>	Author: Susan D. Magness
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The following procedures should be followed to request the inactivation of a program:

1. Ensure that all asset (1xxxxx) and liability (2xxxxx) account codes have no balances.
2. Ensure that there are no outstanding encumbrances or purchase orders. This includes any payroll that has been established but not yet paid.
3. Department needs to notify all billing units (IT, Postal, etc.) that the program is being inactivated and discontinue the use.
4. Submit request by completing the [Chartfield Attribute change Form](#).