

# CONTRACT COMPLETION STATEMENT & CLOSEOUT CHECKLIST

## Template A

Contract Number:  
 Contracting Office Name:  
 Contracting Office Address:  
 Contract Administration Office Name, if different from above:  
 Contract Administration Office Address, if different from above:  
 Contractor Name:  
 Contractor Address:  
 Last Modification Number, if applicable: Last Call or Order Number, if applicable:  
 Dollar amount of excess funds, if any:  
 Voucher Number & Date, if final payment has been made:  
 Invoice Number & Date (if the final approved invoice has been forwarded to a  
 disbursing office of another agency or activity and the status of the payment is unknown):

ITEM	Yes	No	N/A	COMMENTS
1. Ensure administrative closeout procedures complete, to include:				
a. Disposition of classified material is completed				
b. Final patent report is cleared				
c. Final royalty report is cleared				
d. There is no outstanding value engineering change proposal				
e. Plant clearance report is received				
f. Property clearance is received				
g. All interim or disallowed costs are settled				
h. Price revision is completed				
i. Subcontracts are settled by the prime contractor				
j. Prior year indirect cost rates are settled				
k. Termination docket is completed				
l. Contract audit is completed				
m. <b>All financial matters</b> have been resolved; documents included in file				
i. Disputes, refunds, or credits				
ii. De-obligation of excess funds				
2. Contract file contains <b>all required and relevant documents</b> (FAR 4.803), including:				
a. Reports and documentation related to warranties and inventions (FAR 4.804-5(2), 12.404, 27.3, 27.4, 46.7)				
b. Reports, actions, and documentation for government-furnished equipment (GFE)/ government-furnished property (GFP) (FAR 45)				
c. Template B, COR Closeout Certification				<u>Date signed:</u>
d. Template C, Contractor Release of Claims (FAR 52.232-5 (h))				<u>Date signed:</u>
3. Records retention & disposition completed (FAR 4.805, and <a href="http://www.archives.gov/frc/toolkit.html">http://www.archives.gov/frc/toolkit.html</a> )				<u>Date sent:</u>

Contracting Specialist, if applicable:

<b>Contracting Specialist Name</b>	<b>Contracting Specialist Signature</b>	<b>Date</b>

I affirm that all required contract administration actions have been fully and satisfactorily accomplished.

<b>Contracting Officer Name</b>	<b>Contracting Officer Signature</b>	<b>Date</b>