

Deobligation Memorandum to OCFO



DATE: _____

TO: _____
Office of the Chief Financial Officer

FROM: _____
Contracting Officer

SUBJECT: Contract Closeout and Deobligation of Funds
Contract Number: _____
Contractor: _____
Project Title: _____

This office is considering closing out the above referenced contract. Please note that the condition checked below applies:

Determination to Deobligate. A determination has been made to deobligate the remaining funds on the subject contract and a de-obligation is being processed.

Determination Not to Deobligate. A determination has been made **not** to deobligate the remaining funds on the subject contract at this time. Deobligation is not currently appropriate because of the following reason:

When the closeout requirements are met, the contracting officer will deobligate the funds.

If you have any questions, please contact me by phone at _____, or email me at the following address: