

CONTRACT CLOSEOUT CHECKLIST AND COMPLETION STATEMENT

Contract Officer:

Contractor:

Period of Performance:

Contract Number:

Final Contract Value:

Award Type:

1. Contract Closeout Checklist Action Items

	Completed/ Received	N/A
Disposition of classified material	<input type="radio"/>	<input type="radio"/>
Final patent report received & cleared	<input type="radio"/>	<input type="radio"/>
Final royalty report received & cleared	<input type="radio"/>	<input type="radio"/>
No outstanding Value Engineering (VE) change proposal	<input type="radio"/>	<input type="radio"/>
Plant clearance report received	<input type="radio"/>	<input type="radio"/>
Receipt of required warranty documentation	<input type="radio"/>	<input type="radio"/>
Receipt of any state tax exemption certificate	<input type="radio"/>	<input type="radio"/>
Property clearance received	<input type="radio"/>	<input type="radio"/>
Confirmation of Final Delivery	<input type="radio"/>	<input type="radio"/>
Settlement of all interim or disallowed costs (cost only)	<input type="radio"/>	<input type="radio"/>
Price revision completed/Mo. No.	<input type="radio"/>	<input type="radio"/>
Subcontractor settlement by prime contractor	<input type="radio"/>	<input type="radio"/>
Prior year overhead rates settled/Mod. No.	<input type="radio"/>	<input type="radio"/>
Final subcontracting plan report submitted	<input type="radio"/>	<input type="radio"/>
Termination docket completed	<input type="radio"/>	<input type="radio"/>
Contract audit completed (cost only)	<input type="radio"/>	<input type="radio"/>
Contractor's closing statement completed	<input type="radio"/>	<input type="radio"/>
Contractor's release/final invoice received	<input type="radio"/>	<input type="radio"/>
Contractor's assignment of refunds, rebates, credits, and other amounts received	<input type="radio"/>	<input type="radio"/>
Final voucher received	<input type="radio"/>	<input type="radio"/>
Deobligation of excess funds/Mod. No.	<input type="radio"/>	<input type="radio"/>
Security badges/keys returned	<input type="radio"/>	<input type="radio"/>
COR certification that contractor access to FAA systems has been terminated	<input type="radio"/>	<input type="radio"/>
CPARS evaluation finalized (AMS T3.10.1A.16 and clause 3.10.1-26)	<input type="radio"/>	<input type="radio"/>
Closeout in Procurement System	<input type="radio"/>	<input type="radio"/>
Other requirements completed (specify):	<input type="radio"/>	<input type="radio"/>
(1)	<input type="radio"/>	<input type="radio"/>
(2)	<input type="radio"/>	<input type="radio"/>

Remarks:

2. Contract File Completion Statement:

Contract Administration Office (If different from the Contracting Office):

Name:

Address:



Contracting Officer Name:

Address:

Contract No.

Last Modification No.

Last Call or Order No.

Contractors Name:

Address:

Dollar Amount of Excess Funds (if any)

Voucher Number and date, if Final Payment has been made:

Voucher No:

Date:

Invoice No. and date, if final approved invoice forwarded to disbursing office or other agency/activity

Voucher No:

Date:

**ALL PURCHASING OFFICE ACTIONS REQUIRED HAVE BEEN FULLY AND SATISFACTORILY ACCOMPLISHED.
CONTRACT FILE OF THIS OFFICE IS HEREBY CLOSED AS OF:**

Date of Completion:

Date Submitted as Close to HQ:

Contracting Officer:

Contract Specialist:

Signature:

Signature:

Printed Name:

Printed Name:

Date:

Date:

