

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

Final patent report received & cleared

Final royalty report received & cleared

No outstanding Value Engineering (VE) change proposal

Plant clearance report received

Receipt of required warranty documentation

Receipt of any state tax exemption certificate

Property clearance received

Confirmation of Final Delivery

Settlement of all interim or disallowed costs (cost only)

Price revision completed/Mo. No.

Subcontractor settlement by prime contractor

Prior year overhead rates settled/Mod. No.

Final subcontracting plan report submitted

Termination docket completed

Contract audit completed (cost only)

Contractor's closing statement completed

Contractor's release/final invoice received

Contractor's assignment of refunds, rebates, credits, and other amounts (DOT F 4220.45)

Final voucher received

Deobligation of excess funds/Mod. No.

Security badges/keys returned

COR certification that contractor access to FAA systems has been terminated

CPARS evaluation finalized (AMS T3.10.1A.16 and clause 3.10.1-26)

Closeout in Procurement System

Other requirements completed (specify):

(1)

(2)

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:

