

CONTRACT CLOSE-OUT CHECKLIST
(To Be Prepared by the Contracts and Lease Coordinator)

DATE: _____

TO: Finance Department

SUBJECT: Contract No. _____

MANAGING DEPARTMENT: _____

CONTRACTOR'S NAME: _____

PROJECT TITLE: _____

The attached has met the final payment contract requirement in subject contract.

		Yes	No	
1.	Final Invoice	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Completed Contract/Lease Payment Approval Form	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Close-Out Documents	Yes	No	N/A
	a. Signed Release of Lien	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Proof of Completion Advertisement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Certificate of Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Consent of Surety to Final Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Proof of Performance/Payment Bond Continuation 12 Months Following Final Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Remarks			

OMB Director

Date