

**CONTRACT CLOSE-OUT CHECKLIST**  
(FAR 4.804-5)

1. Contract Number: \_\_\_\_\_  
Last Modification:
2. Contractor's Name and Address:
3. Summary of Funding and Payments:
 

Final Funded Amount	\$ _____
Total Payment:	\$ _____
Deobligation: (if applicable)	\$ _____
Final Contract Amount:	\$ _____
4. Contract Completion Date:
5. Last Purchase Order Number: \_\_\_\_\_
6. Last Invoice Number and Date: \_\_\_\_\_

	<b>Completed</b>	
	<b>YES</b>	<b>N/A</b>
7. COTR Acceptance Report of Services, Materials, or Equipment	[ ]	[ ]
8. COTR Performance Report	[ ]	[ ]
9. Audit Completed	[ ]	[ ]
10. Final Release of Claims Received	[ ]	[ ]
11. Disposition of Government Furnished Property	[ ]	[ ]
12. Disposition of Patents or Inventions	[ ]	[ ]
13. Disposition of Classified Material	[ ]	[ ]
14. Royalty Report Cleared	[ ]	[ ]
15. Disposition of Value Engineering Change Proposal	[ ]	[ ]
16. Other:		

**SUMMARY OF MODIFICATIONS:**

Pertinent information relative to resolicitation of this requirement, i.e., problems with specifications, contract formation, bid schedule, etc.

Modification 01:  
Modification 02:  
Etc....

**FINAL SUMMARY REMARKS:**

**Close-Out Authorization:**

All required contract administration actions have been satisfactorily completed.

Contract Administrator \_\_\_\_\_ Dated \_\_\_\_\_

Contracting Officer \_\_\_\_\_ Dated \_\_\_\_\_

# *Memorandum*

BUREAU OF ENGRAVING AND PRINTING

# Example

TO : General Accounts Division  
Office of Financial Management

DATE:

FROM : John Smith, Manager  
Contract Administration Division  
Office of Procurement

SUBJECT: Contract Close-out of Contract Number TEP-XX-XXX, **CONTRACTOR NAME**

The records maintained by the Office of Procurement, Contract Administration Division, relative to the subject contract reflect that the contract may be closed. All services (substitute supplies or equipment when necessary) have been received and accepted by the Bureau of Engraving and Printing. Final payment to the Contractor has been verified through your office.

Accordingly, this is your official notification that your records relative to this contract should be closed. The last purchase order against the contract is **XXX-XXXXXX**. Should additional information be required, please do not hesitate to call **XXXXXXXXXXXXXXXXXX** at extension 202-555-1212

Dear Sir :

Enclosed are three copies of the Final Payment Release and Acceptance form relative to contract number **TEP-XX-XX(TN)**. These forms require your signature and return. Our records indicate that final payment was executed under the contract. Therefore, contract close-out procedures will begin.

Please return all copies of the form to me within 7 days after receipt and a fully executed copy will be returned to you for retention in your contract file. Should you have questions regarding this matter, please do not hesitate to **contact XXXXXXXXXXXX 202-874-XXXX**, fax 202-874-2200.

Sincerely,

---

Contracting Officer

Enclosure:

1. Three copies of the Final Payment Release and Acceptance Form.

**FINAL PAYMENT RELEASE AND ACCEPTANCE**

Pursuant to the terms of Contract Number TEP-xx-xx (N) and in consideration of the contract value of **\$672,000.00** of which the sum of **\$672,000.00** has been made and forwarded under this contract; the Contractor upon payment of said sum by the UNITED STATES OF AMERICA (hereinafter called the "Government") shall remise, release and forever discharge the Government of and from all liabilities, obligations and claims whatsoever in law and in equity under or arising out of this contract.

IN WITNESS WHEREOF, this release is executed this \_\_\_\_\_ day of \_\_\_\_\_ In the year \_\_\_\_\_.

WITNESS:

NAME OF FIRM

CONTRACTOR'S NAME

CONTRACTOR'S SIGNATURE

AND

UNITED STATES OF AMERICA

CONTRACTING OFFICER

DATE