

## Contract Closeout Checklist

▶ *Email completed forms to* \_\_\_\_\_.

### Contract Information

Contract # \_\_\_\_\_ Contractor \_\_\_\_\_

Project \_\_\_\_\_

Prepared by \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Department Contact \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### Checklist

- Have all products or services been received and accepted?  Yes  No  N/A
- Have all payments for goods and services been made?  Yes  No  N/A
- Are there any open or pending claims or investigations?  Yes  No  N/A
- Has any UTA-provided property been returned to UTA?  Yes  No  N/A
- Have all actions related to revisions and changes concluded?  Yes  No  N/A
- Have all outstanding subcontracting issues been settled?  Yes  No  N/A
- If a partial or complete termination occurred, is the action complete?  Yes  No  N/A
- Are any required Internal Audit and Consulting Services contract activities complete?  Yes  No  N/A

Additional Notes or Comments:

### Certification

Department Signature \_\_\_\_\_ Date \_\_\_\_\_

Procurement Signature \_\_\_\_\_ Date \_\_\_\_\_