

# PVAMU Contract Close-Out Checklist

Contract Name:	
Prepared by (Print):	Date Prepared:
Contract Administrator Signature:	Department:
Contact Telephone / E-mail:	
<p><i>Please Select One: Yes, No or N/A ) not applicable)</i></p> <ol style="list-style-type: none"> <li>1. All products or services required were provided to the buyer.</li> <li>2. Documentation adequately shows receipt and formal acceptance of all contract items.</li> <li>3. No claims or investigations are pending on this contract.</li> <li>4. Any buyer furnished property or information was returned to the buyer.</li> <li>5. All actions related to contract price revisions and changes are concluded.</li> <li>6. All outstanding subcontracting issues are settled.</li> <li>7. If a partial or complete termination was involved, action is complete.</li> <li>8. Any required contract audit is now complete.</li> </ol> <p><b>NOTES:</b></p> <hr/> <hr/> <hr/> <hr/>	