

# Government Contract Closeout Checklist Form

Contract Number:

Contract Title:

Contractor Name:

Contract Type:

Closeout Date:

## Checklist Items

Item	Completed	Comments
All deliverables have been received and accepted	<input type="checkbox"/>	<input type="text"/>
Final invoices have been received and paid	<input type="checkbox"/>	<input type="text"/>
Property and materials accounted for	<input type="checkbox"/>	<input type="text"/>
Subcontractor issues resolved	<input type="checkbox"/>	<input type="text"/>
Contract files reviewed and archived	<input type="checkbox"/>	<input type="text"/>
Release of claims received	<input type="checkbox"/>	<input type="text"/>
Final audit completed (if applicable)	<input type="checkbox"/>	<input type="text"/>
Other contractual obligations met	<input type="checkbox"/>	<input type="text"/>

## Additional Notes

## Approval

Prepared By:

Approved By:

Approval Date: