



CONTRACT NUMBER: \_\_\_\_\_

**CONTRACTED SERVICES CLOSE-OUT CHECKLIST**

Contractor Name: \_\_\_\_\_

Prepared By: \_\_\_\_\_ Date Prepared: \_\_\_\_\_

Department: \_\_\_\_\_ Department Phone: \_\_\_\_\_

Purchase Order Number: \_\_\_\_\_ eNPO Number: \_\_\_\_\_

- 1. Yes N/A All products or services have been received and accepted
- 2. Yes N/A All reports have been delivered and accepted
- 3. Yes N/A All administrative actions have been accomplished
- 4. Yes N/A All university furnished equipment and materials have been returned
- 5. Yes N/A Any actions related to contract price revisions or changes to the provisions under this contract are concluded
- 6. Yes N/A Any required contract audit is complete
- 7. Date final invoice was posted in SAP: \_\_\_\_\_
- 8. Total amount expended on this contract: \_\_\_\_\_
- 9. Close purchase order: Yes N/A

\*If you cannot answer Yes or N/A, you will need to work with the contractor to resolve any issues that prevent the close-out of the contract before this form is submitted.

After the contract is completed and the final invoice has been posted in SAP, email the completed form to [contracts@txstate.edu](mailto:contracts@txstate.edu).

Notes:

\_\_\_\_\_  
Account Manager Signature

\_\_\_\_\_  
Account Manager Printed Name

\_\_\_\_\_  
Date