CONTRACT CLOSEOUT CHECK-LIST

(Use a separate page to attach any comments.)

1. CONTRACT NUMBER

2. CONTRACT MODIFICATION NUMBERS *(If applicable)*

3. NAME OF CONTRACTOR

4. DATE OF PHYSICAL COMPLETION *(YYYYMMDD)*

5. ACTION ITEMS	6. MILESTONES/CALENDAR MONTHS AFTER PHYSICAL COMPLETION *(FAR 4.804-1)*			7. FORECAST COMPLETION DATE *(YYYYMMDD)*	8. DATE ACTION COMPLETED *(YYYYMMDD)* *(NA if not applicable)*
	Category 2	Category 3	Category 4		
a. DISPOSITION OF CLASSIFIED MATERIAL COMPLETED					
b. FINAL PATENT REPORT SUBMITTED *(Inventions Disclosures)* DD 882					
c. FINAL ROYALTY REPORT SUBMITTED					
d. FINAL PATENT REPORT CLEARED *(Inventions Disclosures)*					
e. FINAL ROYALTY REPORT CLEARED					
f. ISSUANCE OF REPORT OF CONTRACT COMPLETION					
g. NO OUTSTANDING VALUE ENGINEERING CHANGE PROPOSAL *(VECP)*					
h. PLANT CLEARANCE REPORT RECEIVED DD 1593					
i. PROPERTY CLEARANCE RECEIVED DD 1593					
j. SETTLEMENT OF ALL INTERIM OR DISALLOWED COSTS *(DCAA Form 1)*					
k. PRICE REVISION COMPLETED					
l. SETTLEMENT OF SUBCONTRACTS BY THE PRIME CONTRACTOR					
m. PRIOR YEAR OVERHEAD RATES COMPLETED					
n. CONTRACTOR'S CLOSING STATEMENT RECEIVED					
o. FINAL SUBCONTRACTING PLAN REPORT SUBMITTED					
p. TERMINATION DOCKET COMPLETED DD 1593					
q. CONTRACT AUDIT COMPLETED					
r. CONTRACTOR'S CLOSING STATEMENT COMPLETED					
s. FINAL VOUCHER SUBMITTED SF 1034					
t. FINAL PAID VOUCHER RECEIVED SF 1034					
u. FINAL REMOVAL OF EXCESS FUNDS RECOMMENDED					
v. ISSUANCE OF CONTRACT COMPLETION STATEMENT *(Or MILSCAP Format Identifier PK9)*	6	36	20		
w. OTHER REQUIREMENTS COMPLETED *(Specify)*					

9. RESPONSIBLE OFFICIAL

a. TYPED NAME *(Last, First, Middle Initial)*	b. TITLE
c. SIGNATURE *(Sign only upon completion of all actions)*	d. DATE SIGNED *(YYYYMMDD)*