



CM 201 and CM 301 Contract Closeout Checklist

Use this checklist to close out the contract with the vendor.

Instructions

These lists are not exhaustive; these questions are just the beginning. These questions will help your Agency conform to policy and laws. Please consult your Agency's policies and all state and federal laws. In your own daily work, start with this list and build on it.

Document Retention (Check your Agency's policies and laws)

- Have you collected all contract documents into one file location?
 - Original Contract
 - Amendments, schedules, modifications
 - Notices of any kind
 - Corrective action plans
 - Warranty documents for goods
- Deliverables
 - From the vendor to the Agency
 - Invoices, shipping receipts, reports, spreadsheets, drawings, etc.
 - Manuals, instruction documents etc.
 - From the Agency to the vendor
 - Formal acceptance notices, if any
- Relevant communications
 - Memos (even if contained in an email)
 - Emails that contain follow up accountability (duties, tasks, deadlines)
- Confidential Information
 - Check the contract for the terms for the receiving party to retain, return, or destroy confidential information.
 - If the vendor has Agency confidential information send the vendor a notice to return or destroy that information per Agency policies.

Delivery of all Contract Goods/Services

- Verify with the end user that all goods and services are completely delivered to the Agency. Do not close a contract with anything still outstanding.

Invoice Audit

- Has the vendor submitted all invoices?
- Has your Agency approved all the invoices?
- Have you tracked the invoices against the budget for this contract?



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- Have you completed any other applicable Agency financial procedures?

Return of Service Items

- Has the vendor returned all service items (such as badges, computers, removable drives, or cleared out desks etc.)?
- Has the Agency returned all service items to the vendor (such as computers, tablets, removable drives, etc.)?