

Contract Validation Checklist

It is responsibility of each agency to verify that the work under a contract has been completed and the contract is ready for closeout prior to final payment. This checklist can serve as a tool to assist the agency during that process. Each contract is unique and the agency should customize the checklist as required to meet its particular circumstance. The contract file should contain all necessary documentation at the time of closeout. **Absent specific provision in a contract to do so, final payment should never be made until all work is completed in a satisfactory manner and all deliverables are received and accepted.**

Contractor Name	Contract Number	Project Completion Date
Task		Date Completed
The Contractor has notified the agency that all work required by the contract is complete		
The agency has reviewed and validated that all contract deliverables including all required reports are in accordance with the contract terms and conditions		
The Contractor has complied with all contractual terms and conditions		
The contract file contains all contract addenda or contract change documentation		
The contract file contains a record of all payments made to the contractor		
All property, inventory and ownership issues are resolved including disposition of any equipment, licenses purchased, or warranty information under the contract		
All monitoring issues have been resolved		
All agency specific required approvals have been received		
Final invoice has been received and paid		

Other Contract/Agency Specific Tasks

Signature _____

Title _____