

# List of Contract Closeout Templates

See FAR 4.804 and USDA Contracting Desk Book 404.804 for procedures on contract closeout and application of the closeout templates. The templates are not required for SAP, FAR 4.804-2(a); or Quick Closeout, FAR 42.708.

<u>Template</u>	<u>Document Title</u>
A	<p>Contract Completion Statement &amp; Closeout Checklist</p> <p>The Contract Completion Statement and Closeout Checklist shall be included in the contract file to ensure that all applicable contract award and administration actions are included. It shall be signed by the CO and that signatory responsibility may not be delegated to a non-warranted person. Note: the closeout checklist is not all-inclusive.</p>
B	<p>COR Closeout Certification</p> <p>An email may be sent in place of the memorandum. Suggested email content: Enclosed is the <b>COR Closeout Certification</b> form for Contract Number _____. Your completion of this form is required for our office to close the contract. Please complete the enclosed document and return it to me within <b><u>14 calendar days</u></b>.</p>
C	<p>Contractor Release of Claims</p>
D	<p>Deobligation Memorandum to Office of the Chief Financial Officer</p>