

Contract Close Out
Required for ALL contracts \$250,000 or Greater

TCM Contract Number: _____

Purchase Order Number: _____

Vendor Name (as it appears in SAP): _____

Prepared By: _____ Net ID: _____

Department: _____ Contact Phone: _____

1. Yes N/A All products, services, and deliverables have been received and accepted.
2. Yes N/A All administrative actions have been completed.
3. Yes N/A All university furnished equipment and materials have been returned.
4. Yes N/A Any actions related to contract price revisions or changes to the provisions under this contract are finalized.
5. Yes N/A Any required contract audit is complete.

6. Date the final invoice was posted in SAP: _____ Total amount expended on contract: \$ _____
SAP TCodes: ME535 – Display Purchase Requisition, see “Purchase Order History” tab, or FBL1N – Vendor Line Items

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

ALL PO's not marked as “Final Invoice” in SAP will automatically be closed as part of the Contract Close-out process.

After the contract has been completed and the department has verified the final invoice has been posted in SAP by Accounts Payable, email this completed form to contracts@txstate.edu.

If multiple payment documents (PO/eNPO's) exist for the contract, list each document number and the amounts paid for each document in the “Additional Comments” Section below.

Additional Comments from Dept.:

Signature

Printed Name

Date