

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

TCM Contract 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. Yes The department is satisfied with vendor performance and all documentation is attached in the TSUS Marketplace Contract (if) there were any vendor performance issues/resolution.
7. Yes The department confirms/certifies they have verified the accuracy of all invoices and authorized payments consistent with the contract terms and conditions. The total amount paid to vendor was within the total contract not to exceed amount during the life of the contract.

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.

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.

 *Contract Manager Signature (department stakeholder)

 Printed Name

 Date

**The Contract Manager (department stakeholder) Acts as administrator of contract and enforces the terms of the contract. See Procurement and Strategic Sourcing document, [Contract Monitoring & Responsibilities](#) for more details on the requirements of the Contract Managers.*