

LEE COLLEGE DISTRICT

Contract/Project Close-Out Form

TO: Purchasing Department

FROM: _____
(Project Management/Requestor)

DATE: _____

1. The following contract/project file is complete and may be officially closed:

Project No. _____ Project Title: _____

Contractor: _____ Address: _____

Award Date: _____ Period of Performance: _____

Final Contract Amount : \$ _____

2. I certify that all supplies, materials, equipment, services, work or other items required by the above project, have been received, accepted and accounted for and that final disposition has been made for any Lee College District furnished property provided under the Contract/Project. I concur that the Contract/Project File may be closed.

(Project Management/Requestor) _____
Date

Date

3. Regarding the above Contract/Project, I certify that:

- a. There are no outstanding invoices pending resolution;
- b. There are no outstanding claims pending resolution;
- c. A performance evaluation for the Prime Contractor is on file;
- d. Close-out in PeopleSoft has been performed;
- e. Final payment has been made.

Buyer _____
Date

Distribution:
Accounts Payable
Contract File

Project Management/Requestor