



National
Aeronautics and
Space
Administration

Contract Closeout Checklist

1. NAME OF CONTRACTOR	2. CONTRACT NUMBER	3. CONTRACT AMENDMENT <i>(Modifications numbered through)</i>		4. PHYSICAL COMPLETION DATE
ACTION ITEMS		FORECAST FOR COMPLETION	ACTION INITIATED	ACTION COMPLETED
INITIAL FUNDS REVIEW COMPLETED				
EXCESS FUNDS DEOBLIGATED				
QUICK CLOSEOUT PROCEDURES CONSIDERED				
DISPOSITION OF CLASSIFIED MATERIAL COMPLETED				
FINAL NEW TECHNOLOGY REPORT SUBMITTED				
FINAL PATENT RIGHTS REPORT CLEARED				
FINAL ROYALTY REPORT CLEARED				
PLANT CLEARANCE REPORT RECEIVED <i>(DD FORM 1593)</i>				
PROPERTY CLEARANCE RECEIVED <i>(DD FORM 1593)</i>				
SETTLEMENT OF ALL INTERIM OR DISALLOWED COSTS <i>(NASA FORM 456)</i>				
PRICE REVISION COMPLETED				
SETTLEMENT OF SUBCONTRACTS BY THE PRIME CONTRACTOR COMPLETED				
PRIOR YEAR OVERHEAD RATES SETTLED				
CONTRACTOR'S CLOSING STATEMENT COMPLETED				
TERMINATION DOCKET COMPLETED <i>(NASA FORM 1413)</i>				
CONTRACT AUDIT COMPLETED				
CONTRACTOR RELEASE <i>(NASA FORM 778)</i>				
FINAL VOUCHER SUBMITTED				
FINAL PAID VOUCHER RECEIVED				
FINAL REMOVAL OF EXCESS FUNDS RECOMMENDED				
ASSIGNEE'S ASSIGNMENT OF REFUNDS, REBATES, CREDITS, AND OTHER AMOUNTS <i>(NASA FORM 781)</i>				
CONTRACTOR'S ASSIGNMENT OF REFUNDS, REBATES, CREDITS, AND OTHER AMOUNTS <i>(NASA FORM 780)</i>				
DISPOSITION OF OUTSTANDING VALUE ENGINEERING CHANGE PROPOSALS				
COMPLETION OF FINAL PAST PERFORMANCE REPORT <i>(NASA FORM 1680)</i>				
ISSUANCE OF CONTRACT COMPLETION STATEMENT <i>(NASA FORM 1611)</i>				
OTHER REQUIREMENTS COMPLETED <i>(Specify)</i>				
TYPED NAME AND TITLE OF RESPONSIBLE OFFICIAL				
SIGNATURE OF RESPONSIBLE OFFICIAL <i>(Sign only upon completion of all actions)</i>				DATE