



NASPO

Contract Administration Best Practices Guide

Contract Completion Statement Template		
<i>Source: State of Missouri, 2015 Contract Management Guide</i>		
1. Department Name and Address		
2. Contract Number		
3. Contract Title		
4. Last Contract Amendment Number		
5. Contractor Name and Address		
6. Last Purchase Order Number		
7. Final Invoice Number/Date Processed	Date Processed:	
8. Final Payment Voucher Number/Date Issued	Date Issued:	
<p>9. All contract administration functions have been fully and satisfactorily completed.</p> <p>After completing a final review of the contract file, I have determined that to the best of my knowledge that all terms and conditions of the above-referenced contract have been met as documented in the contract file. The Contract Closeout Checklist has been completed and indicates that all applicable tasks to close out the above-referenced contract have been accomplished. Therefore, the above-referenced contract is hereby considered closed as of the date listed below.</p>		
Contract Manager's Name	Contract Manager's Signature	Date Signed