

Complete this section and return to Office of Procurement and Real Property Management.

TO: Office of Procurement and Real Property Management
Procurement Specialist: _____

FROM:

SUBJECT: Completion Report for Contract/Purchase Order No. _____

Contractor: _____

Project:

The following information is provided:

- a. Completion date specified in Notice to Proceed/Purchase Order or extension:

- b. Date goods/services delivered/performed, inspected and accepted (If this date differs from the date above, provide explanation):

- c. To liquidate outstanding encumbrance balance, Contract Adjustment Form(s)
 is is not enclosed.

- d. Comments:

Department: _____

P.I./Requisitioner: _____ / _____
Date

Fiscal Officer: _____ / _____
Date