

Complete this section and return to Office of Procurement Management.

**TO:** Office of Procurement 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, Purchase Order Amendment Form(s)  is  is not enclosed.

d. Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Department: \_\_\_\_\_

P.I./Requisitioner: \_\_\_\_\_ / \_\_\_\_\_  
Signature Signature Date Date

Fiscal Administrator: \_\_\_\_\_ / \_\_\_\_\_  
Signature Signature Date Date