

ESA TASK ORDER COMPLETION STATEMENT AND CLOSE-OUT CHECKLIST

1. CONTRACT ORDERING OFFICE:	2a. ESA NUMBER
	2b. LAST MODIFICATION NUMBER
	2c. TASK ORDER NUMBER
3. EDUCATION INSTITUTE	4. EDUCATION INSTITUTE'S ADDRESS

CLOSE-OUT CHECKLIST

5. ACTION ITEMS	DATE COMPLETE	REMARKS
5.a. Reconcile the Order		
5.b.1. Final WAWF invoice (Obtain statement from the University)		
5.b.2. College/university submitted final release of claims form?, <i>if not - obtain</i>		
5.b.3. College/university submitted an accurate final list of qualifying midshipmen, <i>if not - reject Final Invoice</i>		
5.b.4. Are all line item's invoiced properly charged?, <i>if not - reject Final Invoice</i>		
5.b.5. Are all line item's invoiced amount equal to the amounts and listed in the task order?, If not, generate a mod to balance the line items		
5.c.1. Task Order and all cost Mods total obligation amount reflected in FASTDATA?		
5.c.2. All invoices paid in FASTDATA?		
5.c.3. Are obligated and expended amounts the same in FASTDATA with a remaining balance of \$0.00? - <i>If not, generate a mod to deobligate funds</i>		
5.d. Is contract file complete and accurate?		
5.e. Task Order and all Modifications individually loaded into EDA?		
5.f. Task Order and all Reportable Modifications loaded into FPDS?		

6. REMARKS

7.a. I CERTIFY THAT ALL CLOSE-OUT ACTIONS REQUIRED HAVE BEEN FULLY AND SATISFACTORILY ACCOMPLISHED. CONTRACT FILE OF THIS OFFICE IS HEREBY CLOSED AS OF THE DATE SHOWN IN BLOCK 7.d. BELOW.

7.b. NAME OF ORDERING OFFICER	7.c. SIGNATURE	7.d. DATE
-------------------------------	----------------	-----------

8.a. I CERTIFY THAT ALL FINANCE ACTIONS REQUIRED HAVE BEEN FULLY AND SATISFACTORILY ACCOMPLISHED AND IS HEREBY CLOSED IN THIS OFFICE AS OF THE DATE SHOWN IN BLOCK 8.d. BELOW.

8.b. NAME OF FINANCE REPRESENTATIVE	8.c. SIGNATURE	8.d. DATE
-------------------------------------	----------------	-----------