



TEXAS SOUTHERN UNIVERSITY

## CONTRACT VALIDATION CHECKLIST

It is responsibility of TSU to verify that the work under a contract has been completed and the contract is ready for closeout prior to final payment. This checklist can serve as a tool to assist the contract administrator during that process. Each contract is unique and the contract administrator should customize the checklist as required to meet its particular circumstance. The contract file should contain all necessary documentation at the time of closeout. **Absent specific provision in a contract to do so, final payment should never be made until all work is completed in a satisfactory manner and all deliverables are received and accepted.**

**Contractor Name**

**Contract Number**

**Project Completion Date**

Task	Date Completed
The Contractor has notified TSU that all work required by the contract is complete	
TSU has reviewed and validated that all contract deliverables including all required reports are in accordance with the contract terms and conditions	
The Contractor has complied with all contractual terms and conditions	
The contract file contains all contract addenda or contract change documentation	
The contract file contains a record of all payments made to the contractor	
All property, inventory and ownership issues are resolved including disposition of any equipment, licenses purchased, or warranty information under the contract	
All monitoring issues have been resolved	
All TSU specific required approvals have been received	
Final invoice has been received and paid	

**Other Contract/TSU Specific Tasks**

**Signature** \_\_\_\_\_

**Title** \_\_\_\_\_