

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, Purchase Order Amend Form(s)

☐ is ☐ is not enclosed.

d. Comments: _____

Department: _____

P.I./Requisitioner: _____ / _____
Date

Fiscal Officer: _____ / _____
Date