

## **4.804-2 Closeout of the contracting office files if another office administers the contract.**

(a) Contract files for contracts using *simplified acquisition procedures* should be considered closed when the *contracting officer* receives evidence of receipt of property and final payment, unless otherwise specified by agency regulation.

(b) All other contract files *shall* be closed as soon as practicable after the *contracting officer* receives a contract completion statement from the *contract administration office*. The *contracting officer* *shall* ensure that all contractual actions required have been completed and *shall* prepare a statement to that effect. This statement is authority to close the contract file and *shall* be made a part of the official contract file.

**Parent topic:** [4.804 Closeout of contract files.](#)