



## SUBAWARD CLOSEOUT REQUIREMENTS

**Subaward No.** \_\_\_\_\_

**Subrecipient:** \_\_\_\_\_

**Prime Agency:** \_\_\_\_\_

Please check all that apply.

- Final invoice has been mailed/emailed, and is marked FINAL
- Required Cost Share has been met and reported.
- There are no patents or inventions to report.
- Patents and/or inventions are pending. Please see attached documentation.
- Technical Report completed and mailed on this date. \_\_\_\_\_

Equipment purchased:

- Yes (Complete attached)
- No

I hereby certify the above information is correct and in accordance with the terms of the subcontract.

\_\_\_\_\_  
Subrecipient

\_\_\_\_\_  
Date

**Please return to your subcontract invoice contact:**

## **SUBAWARD EQUIPMENT CLOSEOUT**

**Subaward No.** \_\_\_\_\_

**Subrecipient:** \_\_\_\_\_

**Prime Agency:** \_\_\_\_\_

Description of Equipment:

Date of Purchase:

Manufacturer:

Model Number:

Serial Number:

Condition of Equipment:

Location of Equipment:

Value of Equipment:

Disposition: If allowable, do you wish to keep Equipment:

- Yes
- No