



CALIFORNIA INSTITUTE OF TECHNOLOGY
Procurement Services, Mail Code 103-6
1200 East California Boulevard
Pasadena, CA 91125

****Final invoice payment is on "HOLD" status pending the receipt of all closeout documents.**

Date

Subject: Notice of Contract Completion

Reference: Contract No.:
University PI:
Project Title:
Period of Performance:

Dear Sir or Madam:

Please be advised, the work under subcontract **00-000000** is now complete. To expedite the closeout process, please take the necessary action below:

- 1) Submit one (1) copy of residual inventory schedules. Obtain proper forms from the local cognizant government auditor's office through your Government Property Administrator.
- 2) If there is no residual Government Property, submit one (1) copy of the attached "Property Closeout Certificate (Form CIT 0047)." (ATTACHED)
- 3) Submit one (1) copy of the attached "Contractor's Release of Claims against the California Institute of Technology and Assignment of Refunds, Rebates and Credits Arising under or by Virtue of Contract/Grant No. **Prime Award** (Form CIT 0048). (ATTACHED)
- 4) Submit one (1) copy of Report of Inventions and Subcontracts. (ATTACHED)
- 5) Submit one (1) copy of compliance Audit Reports, prepared pursuant to OMB Circular A-110 or A-133. (ATTACHED) or **Foreign/For-Profits, prepared pursuant to 45 CFR74.26 (d)**.
- 6) Submit final invoice and cumulative claim and reconciliation. Invoice should be marked "**FINAL INVOICE or FINAL**".

Please send the documents to SubcontractCloseouts@Caltech.edu no later than **Due Date** in order to remain in compliance with the terms and conditions of the agreement.

If you have any questions or comments, please do not hesitate to contact me. Kindly send the required documents via email or fax to the information below.

Thank you so much in advance for your attention to this matter.

Sincerely,