

Contract Completion Certification

This is to certify that the contractor has delivered and / or completed the goods and/ or services detailed in the contract listed below.

Vendor Name : _____

Contract # : _____

Contract Term : _____

Purchase Order # : _____

Invoice # : _____

Invoice Amount : _____

Comments (If any) : _____

By signing this certification, I authorize the invoice to be processed.

Signature

Date

Name of the Employee & Title

Note: The employee signing the document should be listed in the contract coversheet as the employee with the primary responsibility for the contract, from inception to completion of the transaction. If another employee is signing off, please provide a justification in the comments section.

Instruction for Accounts Payable: Attach this certification to the voucher