

Subagreement Close-Out Requirements

As a subrecipient of Auburn University you will be required to submit a list of equipment purchased and a copy of your invention disclosure report along with your final invoice and a signed copy of this form. **Final invoice will not be processed for payment until all close-out documentation has been received.**

Subagreement #: _____

Subrecipient: _____

Please check all that apply:

_____ Final invoice has been mailed.

_____ There are NO outstanding claims against this subagreement. (No further claims will be honored after this block has been checked and this form has been signed and returned to Auburn University.)

_____ Only the amount included in the Final Invoice \$ _____ is due. When the Final invoice is paid by Auburn University, there will be no further claims against this subagreement.

_____ Required cost-share has been met and reported

_____ Patents and/or inventions are pending. Please see attached documentation.

_____ There are no patents or inventions to report under this subagreement.

_____ Technical report completed and mailed to AU-PI on this date: _____

_____ There is neither government furnished equipment nor equipment purchased with money from this subagreement to be reported under this subagreement. (*Auburn University's definition of Equipment is an article of nonexpendable tangible personal property having a useful life of more than one year, and an acquisition cost of \$5,000 or more per unit*).

_____ Equipment purchased: (Please attach additional sheet if necessary)

I hereby certify the above information is correct and in accordance with the terms of the Subagreement. Subrecipient does hereby remise, release, and discharge the University, its officers, agents and employees, of and from all liabilities, obligations, claims, and demands whatsoever under or arising from the said subcontract.

Subrecipient's Authorized Representative

Date

Return to: Leigh Stephens, Office of Sponsored Programs, 310 Samford Hall, Auburn University, AL 36849-5131, (334) 844-5957, leigh.stephens@auburn.edu