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| --- | --- | --- | --- | --- | --- |
| **Contract Monitor Name and Title** | **Delivered Service or Product Description** | **Signature of Approver** | **Date Deliverable Completed** | **Date of Approval** | **Comments** |
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**SAMPLE FORM**

**CONTRACT DELIVERABLES SIGN OFF FORM**

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### Deliverable Acceptance and Sign off Procedure

The Deliverable Acceptance and Sign off Procedure assures that the deliverables meet the requirements of the State agency and is a key factor in managing the contract.

* The Contract Monitor, Project Manager and Program Manager (if applicable) must agree on acceptance criteria for all deliverables before delivery. Acceptance criteria will describe deliverables by title or name, content requirements, or other measurable factors as identified in the contract.
* The Contractor will deliver an Acceptance and Sign Off form to the Contract Monitor with each Deliverable. The form will identify the deliverable, and the acceptance criteria. The Contract Monitorr will sign the acceptance form indicating that the deliverable meets all requirements.
* If the deliverable is disapproved, a detailed description of why it was rejected must be included on the form. All errors and omissions must be detailed in the first rejection.