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#### 5604.804-2 Closeout of the Contracting Office Files if another Office Administers the Contract.

*(Revised October 2014)*

Contracting officers must obtain all the proper closeout documentation from both the administering and paying offices per [PGI 204.804-2](https://www.acquisition.gov/dfarspgi/pgi-part-204-%E2%80%93-administrative-and-information-matters) within the time parameters established in [FAR 4.804-1](https://www.acquisition.gov/content/part-4-administrative-and-information-matters). Upon receipt of the required documentation from the coordinating offices, the Contracting Officer must complete the actions required by [FAR 4.804-2](https://www.acquisition.gov/content/part-4-administrative-and-information-matters).