COI Expiration Tracker (Word & Excel)

Enter one row per vendor policy, straight from its certificate. In the Excel copy, Days left counts down from today and turns amber inside 30 days and red once a policy has expired.

Company _____ **Kept by** _____

Last reviewed _____ **Renewal reminder sent at (days out)** _____

Vendor certificates

	VENDOR	COVERAGE	INSURER	POLICY NUMBER	EXPIRATION DATE	DAYS LEFT	CERTIFICATE ON FILE	NOTES
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When a new certificate arrives

- ☐ Vendor name matches the signed contract exactly
- ☐ Every coverage the contract asks for is listed, at or above its limit
- ☐ Policy dates cover the full contract term
- ☐ Additional insured and waiver of subrogation endorsements requested, not just ticked on the form
- ☐ Old certificate replaced and its row updated with the new expiration date

Notes