

PROCUREMENT FILE CHECKLIST

		<u>Date</u>	<u>Initials</u>
_____	Requisition	_____	_____
_____	ICE	_____	_____
_____	Federal Clauses	_____	_____
_____	Advertised	_____	_____
_____	Bid abstract	_____	_____
_____	Cost/Price Analysis	_____	_____
	Bonds:		
_____	Bid	_____	_____
_____	Performance	_____	_____
_____	Payment	_____	_____
_____	Responsibility Determination	_____	_____
_____	Fair & Reasonable Determination	_____	_____

PROCUREMENT FILE CHECKLIST

	<u>Date</u>	<u>Initials</u>
_____ SAM Excluded Parties	_____	_____
_____ Buy America	_____	_____
_____ Pre-Award	_____	_____
_____ Post Delivery	_____	_____
_____ Options (Evaluated at time of award)	_____	_____
_____ Options (Pricing determined best price before exercising)	_____	_____

SAMPLE