Distribution Checklist for Awards and Modifications		Contractor	
Contracting Officer		Contract / Order Number	
Distribution Date		Modification Number	

Contract / Order		
Supply ☐	Service ☐	Construction ☐

Routing Symbol	**Destination**	**Distribution Completed**	**Package**
	Contract File	☐	Signed original with attachments
	Contractor	☐	Signed original with attachments
	Payment Office	☐	Signed original with attachments
	Contract Administration	☐	Signed original with attachments
	Requiring Organization / Requestor	☐	Copy with attachments
	Contracting Officer's Technical Representative	☐	Copy with attachments
	Budget/Finance Office	☐	Copy without attachments
	Security Office	☐	Copy without attachments
	Real Property Office (construction)	☐	Copy with attachments
	Small Business Office (subcontracting plan)	☐	Copy without attachments
	Property and Transportation Office	☐	Copy with attachments
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