PURCHASE ORDER/GSA/FSS ORDER FILE CHECKLIST		Contractor
Contracting Officer		Order Number:

Tab	Item	Y	N	N/A
1	PROCUREMENT REQUEST (T3.2.1)	○	○	○
	a. Prism Requisition Request	○	○	○
	b. Independent Government Cost Estimate (T3.2.1)	○	○	○
	c. Statement of Work	○	○	○
	d. Single Source/Emergency Justification (AMS 3.2.2.4)	○	○	○
2	Coordination with Small Business Utilization Staff (AMS 3.6.1 & T3.6.1)	○	○	○
3	CIO Review if more than $250,000 and is for information resources (Including all options) (T3.2.1)	○	○	○
4	Announcement	○	○	○
5	Copy of GSA Schedule (T3.8.3)	○	○	○
6	GSA Ordering Requirements/Documentation (T3.8.3)	○	○	○
7	a. Classified Security Requirements and documentation of coordination with security staff (AMS 3.14 and T3.14.1)	○	○	○
	b. Information, Personnel, and Physical Security- Suitability Requirements (AMS 3.14 and T3.14.1)	○	○	○
	c. FAA Form 1600.77 (AMS 3.14 and T3.14.1)	○	○	○
8	Export Control Review (T3.6.4)	○	○	○
9	Request for Quote/Proposal	○	○	○
10	Original of Unsuccessful Quotes	○	○	○
11	Business Declaration/SAM Information (T3.6.1)	○	○	○
12	Contracting Officer's Responsibility Determination (to include checking SAM) (AMS 3.2.2.2 ,T3.2.2 & T3.2.2.7)	○	○	○
13	Contractor Quote/Proposal: cost/price	○	○	○
14	Award Decision Document/Memorandum (AMS 3.2.2.3.1.2.5)	○	○	○
	Justification Memo to file on use of GSA, FAA, PO Lists	○	○	○
15	Legal Review (T1.15)	○	○	○
16	Requiring Organization/COTR Review	○	○	○
17	Purchase Order Documents/Prism Award	○	○	○
18	Purchase Order Distribution Sheet	○	○	○
19	FPDS	○	○	○
20	Delegation Letters [Contracting Officer's Representative (COR), Contracting Officer's Representative (COR), Quality Review Official (QRO), Etc.] (T3.10.1)	○	○	○
21	CPARS Evaluation (T3.10.1A16)	○	○	○
22	General Correspondence	○	○	○
23	Record of Payment (AMS 3.3.1.2 & T3.3.1)	○	○	○
	a. Invoices	○	○	○
	b. Payment approvals/certifications	○	○	○
	c. Delphi Report (final payment verification)	○	○	

Tab	Item	Y	N	N/A
24	Security report and documentation with coordination with security staff (AMS 3.14 and T3.14.1)	○	○	○
25	Government Furnished or Contractor Acquired Property List, Quantity and Value (AMS 3.10 & T3.10.3)	○	○	○
26	Freedom of Information Act (FOIA) Requests (AMS 3.7 & T3.7)	○	○	○
27	Acceptance Reports consisting of Materiel Requisitions/Issue/Receipt and Inspection Report of Material and/or Services	○	○	○
28	Claims and Disputes	○	○	○
29	Modifications	○	○	○
	a. Customer's Request for Modification	○	○	○
	b. Procurement Request	○	○	○
	c. Statement of Work	○	○	○
	d. IGCE	○	○	○
	e. Executed Modification	○	○	○
30	Closeout (AMS 3.10.10 & T3.10.1)	○	○	○
	Date of Closeout:	○	○	○
	a. Property Clearance	○	○	○
	b. Deobligation of excess funds/ Mod. No.	○	○	○
	c. Security badges/keys returned	○	○	○
	d. COTR certification that contractor access to FAA systems has been terminated	○	○	○
	e. Other requirements	○	○	○