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 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
	Office of Financial Analysis (AFA-100)	☐	Copy with attachments*
	Office of Investment Planning & Analysis	☐	Copy with attachments*
	(AFI-100)	☐	
	Quality Reliability Officer (QRO) (if applicable)	☐	Copy with attachments
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*Copy of initial contract award of contracts subject to CFO review only per AMS Guidance T3.2.1.4.