

Category	Review Item
Requestor	The requestor's department name is documented
Requestor	The requestor's full name is documented
Requestor	The approval manager's name and title are documented
Request Title	The subject matter of the request is documented
Request Title	Project number (or special application number if not available) is documented
Overview	Overview of the request is documented
Overview	The content described in the overview does not contradict other documented items
Documentation	The contractor's company name is documented (verification of existence is preferred)
Documentation	Work details are specifically documented
Documentation	Work details have no inconsistencies with the overview
Documentation	Contract amount is documented
Documentation	Contract amount is within the budget
Documentation	Monthly rate is between \$7,000 and \$27,000
Documentation	If the monthly rate exceeds \$27,000, it is documented that accounting department review was received
Documentation	Contract period is documented; if contract period exceeds 1 year, it is documented that accounting department review was received
Documentation	Contract start date is in the future
Documentation	Contract period does not conflict with the contract amount description
Documentation	Deliverables and outcomes are defined and do not deviate from the work overview
Documentation	Acceptance date is documented
Documentation	Acceptance date is in the future and on the final day of the contract period
Documentation	Payment due date is documented
Documentation	Payment due date is in the future and at the end of the month following contract completion
Documentation	Cost allocation method is documented (Project expense, Hardware expense, Software expense, or other expense category)
Documentation	Budget application status is documented; if not documented, a special budget application number is included
Documentation	Budget status is documented
Documentation	There are no calculation inconsistencies between budget, balance, current expense, and remaining balance after execution
Documentation	Required submission documents are documented
Documentation	For critical planning cases, security council approval numbers are documented in the remarks section