

Task Order

JESA-QXPATAPJ /Checklist

	Yes	No	Notes
PSAs			
Is it a TO with a Jacobs office for PSAs?	[-]	[x]	
If Yes, is the person billable?	[-]	[x]	
If not - GM authorization must be attached	[-]	[x]	
Are the rates verified? Explain verification method in notes.	[x]	[-]	
Are the expenses included ? Explain basis for calculation on attached spreadsheet.	[-]	[x]	
Have the multipliers been verified by country and office?	[x]	[-]	
Is the office location verified?	[x]	[-]	
Are the WBS codes confirmed and open in accounting ?	[x]	[-]	