| P.O. Number | Vendor | Amount | Days to Process Req. | Purchase Req. Processed Timely Y/N | PWHA obtained for on-site work only | DOE- ICPT/BOA Used Y/N, N/A | Date Checked | | P.O. Verbiage Excessive Y/N, N/A | Correct Optional Clauses Used Y/N, N/A | Overall File Documentation Adequate Y/N |
|-------------|--------|--------|----------------------------|---|--|--------------------------------------|-----------------|---|---|--|---|
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| Comments: | |
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