BUYER:_____

EXHIBIT IV

FY 2003

SLAC SELF ASSESSMENT PURCHASE ORDER ANALYSIS CHECKLIST $0 to $10,000

P.O. Number	Vendor	Amount	Days to Process Req.	Purchase Req. Processed Timely Y/N	PWHA obtained for on-site work only Y/N, NA	Price Analysis $5K-$10K Adequate Y/N	DOE-ICPT/BOA Used Y/N, N/A	Current Date Checked COI Y/N	Current Date Used for Debarred List Y/N	P.O. Verbiage Excessive Y/N	Correct Optional Clauses Used Y/N, N/A	Overall File Documentation Adequate Y/N
A	B	C	D	E	F	G	H	I	J	K	L	M

Comments: _____