

**File Documentation
For
All Types & Categories
Of
Non-IT and IT
Transactions**

Post Award Documentation :

If a department's procurement office is the main repository for all documentation, the purchase document file should have copies of the items listed herein as applicable to the purchase activity. If the procurement office is not the central repository for this information, then the department's policies and procedures must document where this documentation resides.

The list below represents documentation that is required as applicable to the transaction regardless of purchasing authority type, category or sub-category. Refer to PAM, Chapter 1 Topic 1, Information block 1.3.0.

| Item | Post Award and/or Closeout Activities | Applicable | N/A | In File |
|------|---|------------|-----|---------|
| 1. | General Correspondence: <ul style="list-style-type: none"> • Letter of State's Acceptance, if applicable. • Miscellaneous documentation related to purchase. Note: Letter of acceptance is common when there is an acceptance testing provision within the purchase document or on an IT contract services where the contractor is expected to submit contract deliverables. | | | |
| 2. | Payment History | | | |
| 3. | Stock Received Report (STD.106) | | | |
| 4. | Stock Returned Report (STD. 108), as applicable | | | |
| 5. | Supplier Performance Report <ul style="list-style-type: none"> • Delivery/Acceptance Documentation Note: Departments may use the form referenced in the PAM, Chapter 10 or develop a document with similar information to track supplier performance. This can be used for any type and category of purchase. | | | |
| 6. | Contract Evaluation Report (STD.4) This form must be completed for consulting services, either non-IT or IT and any category of purchase, competitive, LPAs, NCB. Etc. The form must be prepared within 60-days of the service contract completion. The Contract Evaluation Report is not considered public record per SCM 3.02.5 and should be maintained within a separate file from the purchase document file. | | | |

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