

PROCUREMENT DATA ENTRY FORM

☐ **SUBCONTRACT (Accrual) PURCHASE ORDER**-Use if the projected or anticipated contract/order (the entire order, not simply the current funding) is expected to be >\$50K and last longer than 3 months (This dollar amount and duration should only be used as a guideline. Each action should be reviewed to determine applicability). Do not use if the order is simply for materials that shall be reviewed where the lab has no liability until the item is received (even if we cancelled the order for our convenience). Do not use when accruing with the Peg Points methodology.