

## PR Checklist for CASX Funding Determinations

1. Are you acquiring a product or a service?
2. If you are acquiring a product, do you need it to be delivered by 30 Sep 2010 (a bona fide need for FY10)?
3. Will the product be delivered by 30 Sep 2010?
4. Is the item and quantity needed to maintain legitimate inventory at reasonable stock levels of standard items so as not to provide a disruption of operations?
5. Is this a long lead time item that will be delivered on or after 1 Oct 2010? If yes, is the lead time justified and reasonable for the item being procured?
6. If you are acquiring a service, does the service consist of recurring or continuous activities like groundskeeping, cleaning or repair services? Can these services be separated into pieces that individually are of value to the government?
7. If you are acquiring a service, does the service culminate in completion of a single outcome like a report or completed study?
8. If the service includes recurring, continuous activities but also includes completion of a single outcome, please explain how the two types of activities relate to each other and which is the primary objective.
9. Can this activity be fully funded this fiscal year (FY 2010)?