

### SF 44 Checklist

Item Number	Reference: FAR 13.306/DFARS 213.306–SF 44 <i>Purchase Order-Invoice-Voucher</i>	Applicable and Present
1	Are all of the following satisfied:	
2	Amount of purchase is at or below micro-purchase threshold, except for purchases made under unusual and compelling urgency or in support of a contingency operation.	
3	Supplies or services are immediately available.	
4	One delivery and one payment will be made.	
5	Its use is determined to be more economical and efficient than other simplified acquisition procedures.	
6	Are SF 44s controlled and safeguarded?	
7	Has training on use and control been provided?	
8	Were any prompt payment discounts offered? If so, are they on the order?	
9	Is accounting line on order and properly certified?	
10	Are all signatures accomplished—purchaser, seller (order and invoice), and accounting?	
11	Was distribution of copies made correctly?	
12	If cash paid with delivery: #1 copy CCO gives to Finance, #2 Vendor Copy, #3 Finance copy, #4 CCO copy (remain in book)	
13	If no cash paid with delivery-#1 Seller copy (Invoice), #2 Seller copy (his records), #3 Accounting, #4 CCO (remains in booklet)	
14	Was copy of #1 made for file?	