

## Checklist for Reviewing Payment Request Form (PRF)

1. Put your initials at the top corner of PRF to verify audit.
2. Check SWaM Solicited block:  
**If NO, make a note to request an explanation as to why.**
3. Check eVa Exclusion block:  
**If yes, verify correct exclusion number. If NO, make copy of form to calculate 2% charge.**
4. Check Obtained release for not using Mandatory Contract:  
**If NO, make a note to get explanation as to why it was not obtained.**
5. Verify Vendor had proper insurance for services provided on campus.
6. Send email to person authorizing PRF of infraction(s) with response due back to Materiel Management within three days.
7. If this is a recurring infraction, notify Director of Materiel Management.