

APPENDIX F-234

UNFUNDED PROCUREMENT REPORT

1. PURPOSE

To provide the IM and Buyer personnel with a cumulative listing of proposed contracts/contract amendments and proposed amendments to purchase requests that are suspended due to nonavailability of funds. This report normally includes only awards over \$2,500. However, when a restriction of funds has been input by the Comptroller, proposed awards under \$2,500, if suspended, will appear on this report. All amendments to purchase requests and awards will appear regardless of dollar value.

2. ORIGIN

This report is generated as appendix F-15 to DLAM 4715.1 by the Contracting Subsystem as the result of processing award/amendment transactions (DICs YPA, YPB, YPC, YPE, YPF) for outgoing MIPRs and Project Orders and amendments to same. It is not to be confused with appendix F-15 of this manual.

3. FREQUENCY

Daily

4. FORMAT

a. Heading Line (Standard Identification).

b. Data Organization:

(1) Sequence: Contracting Branch and Buyer Code within Branch (DP&P) and/or Commodity Branch and IM Code (DSO) for items procured from another Service/agency.

(2) Number of lines per page varies.

(3) Double spaced.

(4) Page break is on Branch Code and Buyer Code within Branch Code.

c. Captions of Data Elements:

(1) CONTRACTS

(a) BRANCH - Buying Branch Code (DP&P) and/or Commodity Branch Code (DSO) for items procured from another Service/agency (locally developed).

(b) BUYER - Buyer Code (DP&P) and/or IM Code (DSO) for items procured from another Service/agency (locally developed).

(c) CONTRACT NUMBER - Self-explanatory.

(d) FUND CLS - Fund Classification Code (when more than one, each code will be listed).

(e) DOLLAR VALUE - Dollar values for each Fund Classification Code.

(f) CONTRACT TOTAL - Total dollar value for all Fund Classification Codes applicable to a specific contract (when more than one contract, total dollar value will be listed for each contract).

(2) PURCHASE REQUESTS

(a) and (b) - Same data elements as for contracts.

(c) PUR REQ NUMBER - Purchase Request Number.

(d) and (e) - Same data elements as for contracts.

(f) PR REQ TOTAL - Purchase Request Total dollar value for all Fund Classification Codes applicable to a specific PR (when more than one PR, total dollar value will be listed for each PR).

5. DISTRIBUTION AND RETENTION

One copy to the IM which will be retained until the Procurement Instrument has been funded or canceled. Awards over \$2,500 and all amendments to awards, regardless of dollar value, will appear on the F-14 Procurement Funded Report when funding has been accomplished. (See appendix F-223 for format of F-14.)



