



PROCUREMENT & WAREHOUSING SERVICES

FINANCIAL ANALYSIS WORKSHEET

BID INFORMATION

Table with 4 columns: Bid # (Ex: 10-004R), ID, Preparation Date, Buyer/PA, Award Totals, Bid Title, Bid Term (Start/End Date), Bid Term (In Months), # of Months Into Bid.

SPEND REPORTING

Table with 2 columns: Category (Purchase Order(s) Spend, P Card Purchases, Total Invoiced-to-Date Amount, etc.) and Amount (\$243,150, \$0, \$243,150, etc.).

VENDOR INFORMATION

Table with 3 columns: Awarded Vendors, M/WBE Status (if applicable), Spend. Includes one row for 120829-NEW TEACHER CENTER with a spend of 243,150.

NOTES (Type Below):

G/L Account: 53150000, Business Area: 1425, WBS Element: A9756000702.9756D, Grant: A97560007.1819

Default Funding Source*

Department/School & Sign-off Information*

Table with 4 columns: Cost Center, Fund, Functional Area, Commitment Item, Name (First & Last), Title, Department/School Name, Sign-off provided by.

*To ensure accuracy, please type in or select from the menu for the Default Funding Source and Department Information (No hand written information)