

## LPO WAWF Checklist

Located document in WAWF			<input type="checkbox"/>
Contract Number, Delivery Order, and Reference Procurement Identifier are correct			<input type="checkbox"/>
Document type is correct as per contract (and modifications if any)			<input type="checkbox"/>
Invoice is not a duplicate			<input type="checkbox"/>
Ensured that receipt/acceptance has been performed			<input type="checkbox"/>
	If Combo, viewed and processed the Receiving Report		<input type="checkbox"/>
Information on all tabs is correct			<input type="checkbox"/>
	Vendor's CAGE code matches CAGE code on contract (and modifications if any)		<input type="checkbox"/>
	Items on Line Item tab are billed correctly as per contract (and modifications if any)		<input type="checkbox"/>
Checked that LOAs on contract (and modifications if any) match LOAs on obligations			<input type="checkbox"/>
Checked that sufficient funds are obligated for each LOA that will be entered			<input type="checkbox"/>
Entered LOAs correctly on LLA tab			<input type="checkbox"/>
	Determined whether to enter at Line Level or ACRN Level		<input type="checkbox"/>
	Determined whether TFS or TFO		<input type="checkbox"/>
		If TFO LOA, determined which service LOA belongs to	<input type="checkbox"/>
		If non-Navy/Marine Corps TFO LOA, looked up LOA on CMET Inquiry screen in One Pay	<input type="checkbox"/>
	Entered LOAs in WAWF according to LPO Training guide		<input type="checkbox"/>
Reviewed everything on Preview tab			<input type="checkbox"/>
Checked dates entered by previous users			<input type="checkbox"/>
Entered correct dates according to WAWF Dates Guidance			<input type="checkbox"/>
Signed document			<input type="checkbox"/>
Processed document			<input type="checkbox"/>
	If necessary, sent additional email notifications		<input type="checkbox"/>