

Procurement Unit Leader Checklist

Responsible for receiving requests and handling communications to/from the Missions Desk and EMConstellation (update for progress), detail missions scrub (from a procurement perspective), supervising/overseeing procurement/travel process and coordinating the mission file.

Instructions: The checklist below presents the minimum requirements for the position. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident. Not all tasks may apply to every incident and additional tasks may be assigned during an incident.

Activities to be completed	Complete	NA
<i>Within the First Operational Period</i>		
1. Get incident briefing from Finance & Administration Coordinator		
2. Get Procurement Cell Phone from Lee		
3. Make sure MFMP for ESF8 is operational, user name and password is unique for ESF8 and password may need resetting.		
4. Make sure vendor database is up/accessable		
5. Create a purchasing log for the event.		
6. Monitor zzz Finance & Administration mailbox for procurement or travel missions		
7. Monitor EMConstellation – just as a pro-active measure, call mission desk if something appears and we do not receive anything in the mailbox.		
8. Create a mission folder		
9. Scrub mission		
10. Assign to Procurement or Travel Specialist or work mission if those positions are not active.		
11. Update purchasing log		
12. Update EM Constellation that purchase or travel is complete or in progress and pertinent information.		
<i>Within Two Operational Periods</i>		
1. Monitor zzz Finance & Administration mailbox for procurement or travel missions		
2. Monitor EMConstellation – just as a pro-active measure, call mission desk if something appears and we do not receive anything in the mailbox.		
3. Create a mission folder		
4. Scrub mission		
5. Assign to Procurement or Travel Specialist or work mission if those positions are not active.		
6. Update purchasing log		
7. Update EM Constellation that purchase or travel is complete or in progress and pertinent information.		
<i>Each Operational Period</i>		
1. Monitor zzz Finance & Administration mailbox for procurement or travel missions		
2. Monitor EMConstellation – just as a pro-active measure, call mission desk if something appears and we do not receive anything in the mailbox.		
3. Create a mission folder		
4. Scrub mission		
5. Assign to Procurement or Travel Specialist or work mission if those positions are not active.		
6. Update purchasing log		
7. Update EM Constellation that purchase or travel is complete or in progress and pertinent information.		
8. Debrief with Finance & Administration Coordinator		
<i>Upon Demobilization</i>		
1. Double check mission folders have everything to close the folder to include: <ul style="list-style-type: none"> • Invoice, Receipt of goods, Equipment has been returned if rent/lease/loan. 		
2. Evaluations of staff		
3. Debrief with Finance & Administration Coordinator		