Technical POC: Enter the name of the Technical Point of Contact (POC) responsible for this purchase. This individual should be knowledgeable about the technical aspects of the purchased item or service.

Part #: Input the part number assigned to the purchased item or service. This number uniquely identifies the specific component or product being referenced.

Part Description: Describe the purchased part in detail. Include relevant specifications, features, and any other pertinent information that helps identify the item.

Quantity: Specify the number of units or quantity of the purchased item.

Dollar Amount (Not required if "In Process"): If the purchase has been completed and a dollar amount is applicable, enter the total cost of the transaction. If the purchase is still in process or doesn't involve a monetary transaction, this field can be left blank.

Purchased Date: Provide the date on which the purchase was made or initiated. This helps track the timeline of procurement activities.

Work Package, Task Order, TDN, or Task #, etc: If this purchase is associated with a specific Work Package, Task Order, TDN, or Task #, etc, provide the reference number here.

Commercial IT Request (CITR) IT Authorization #: Obtain the IT Authorization number through the CITR application found at the provided link:https://oneplace.nasa.gov/citr. Input the assigned authorization number in this field once obtained.

Status (drop-down options: In Work, Authorized/Not Purchased, Purchased): Select the appropriate status from the drop-down menu:
In Work: Indicates that the purchase request is currently being processed or worked on.
Authorized: Signifies that the purchase has received authorization and is ready to proceed.
Authorized, Not Purchased: Indicates that the purchase has not been completed or initiated yet.
Purchased: Signifies that the purchase has been completed and the item or service has been acquired.

Contract:
Contract #:
Submission Date:

Number	Technical POC	Part #	Part Description	Quantity	Dollar Amount (Not required if "In Proces")	Purchased Date	Work Package, Task Order, TDN, or Task #, etc.	CITR IT Authorization #	Status
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
32									
33									
34									
35									
36									
37									
38									
39									
40									
41									
42									
43									
44									
45									
46									
47									
48									
49									
50									
51									
52									
53									
54									
55									
56									
57									
58									
59									
60									
61									
62									
63									
64									
65									
66									
67									
68									
69									
70									
71									
72									
73									
74									
75									
76									
77									
78									
79									
80									
81									
82									
83									
84									
85									
86									
87									
88									
89									
90									
91									
92									
93									
94									
95									
96									
97									
98									
99									
100									
101									
102									
103									
104									
105									
106									
107									
108									
109									
110									
111									
112									
113									
114									
115									
116									
117									
118									
119									
120									
121									
122									
123									
124									
125									
126									
127									
128									
129									