Inspection of a Procurement Product

By

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For

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**Procurement Acceptance/Checklist**

**FORMAL ACCEPTANCE FORM**

**Project ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_**

**Project Client \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Acceptance:**

1. Does the bicycle frame meet the standards of Crazy-As-A-Loon

Mountain Bike Racing Association? Accept \_\_\_\_\_ Reject \_\_\_\_\_\*

1. Are gears shifting appropriately? Accept \_\_\_\_\_ Reject \_\_\_\_\_ \*
2. Are brakes working correctly? Accept \_\_\_\_\_ Reject \_\_\_\_\_ \*
3. Is seat comfortable and strong? Accept \_\_\_\_\_ Reject \_\_\_\_\_ \*

\* Explanation for rejection:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Detail of Project Information:**

Planned Start date: \_\_\_\_\_\_\_\_\_\_ Actual Start Date \_\_\_\_\_\_\_\_\_\_\_

Planned Finish date \_\_\_\_\_\_\_\_\_ Actual Finish Date \_\_\_\_\_\_\_\_\_\_

Target Cost: $12,000 Actual Cost: $12,000

**Signatures/Approvals Section:**

**Project Managers Approval:** (Print) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 (Signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Client Approval:** (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference:

PMI. (2013). A Guide to the Project Management Body of Knowledge (POMBOK Guide) Fifth

Edition. Project Management, Inc. Newtown Square, Pennsylvania.