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# The Office of Contract Administration

Dear Chief Financial Officers and Contracting Officers:

Please disseminate this email to staff in your department who handle procurement.

The Office of Contract Administration (OCA) has updated two procurement checklists as follows:

- [Requisition Certification Checklist \(CL-500\)](#)  
This checklist is for requesting OCA to issue a stand-alone, one time Purchase Order (PO) or a finite set of goods and services with a duration of one year or less.
- [Term Contract Checklist \(CL-700\)](#)  
This checklist is for requesting OCA to issue a multi-year Term Contract (TC) for the recurring purchase of goods and services with a duration of one year or more.

These checklists have been posted on OCA's website: [CL-500 RQ Checklist \(3-22\)](#) and [CL-700 TC Checklist \(3-22\)](#). Please always download forms and checklists directly from the [OCA website](#) when working on new transactions to ensure you are using the latest updates.

If you have any questions about these checklists, please contact your assigned OCA Supervising Purchaser.

Sincerely,

The Office of Contract Administration  
City and County of San Francisco

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