

Supplier must complete this report and submit it to the Contracts Professional with each invoice. Instructions and additional information for preparing report are attached.

**Purchase Order Number:** \_\_\_\_\_ **Evaluation Month:** \_\_\_\_\_

**Supplier:** \_\_\_\_\_

<b>1. PO MAXIMUM PRICE</b>	
<b>2. TOTAL AMOUNT OBLIGATED</b>	
<b>3. TOTAL COST INCURRED</b> (including commitments)	
<b>4. ESTIMATED COST TO COMPLETE</b> (from end of current month)	
<b>5. TOTAL ESTIMATED COST</b> (sum of lines 3+4 )	
<b>6. ESTIMATED COST TO BE INCURRED NEXT MONTH</b>	

***Under this type of agreement, work must not continue after the obligated funds have been spent. As set forth in the Purchase Order, any expenditures or liabilities incurred in excess of the maximum cost will be at the subcontractor's own risk and expense.***

*Completion of this form does not fulfill the requirement of notifying FMP when the aggregate of expenditures plus outstanding commitments and liabilities under this order, including the Supplier's fixed fee, equals 75% of the total order amount.*

**A) Estimated Percentage of Work Completed**

Considering overall performance based on entire scope of work independent of expenditure of funds \_\_\_\_\_ %

**B) Percentage of PO Maximum Price Expended**

Calculated by dividing the Total Cost Incurred by the PO Maximum Price \_\_\_\_\_ %

**C) Estimated Date Obligation of Additional Funds Needed** \_\_\_\_\_

**D) Current PO Completion Date** \_\_\_\_\_

**E) Estimated Completion Date** \_\_\_\_\_

If (B) is greater than (A) or (E) is later than (D), a report explaining the circumstances and identifying corrective action is required. Any **significant changes in costs** (e.g. monthly rate of expenditure, one-time expenses, rate changes, etc.) also require additional explanation.

APPROVED:

\_\_\_\_\_  
 Supplier Representative Name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

---

## INSTRUCTIONS FOR COMPLETING THE FORM

### TOTAL AMOUNT OBLIGATED

Enter the total amount obligated based upon the original purchase order plus all amendments to the order.

### TOTAL COST INCURRED

Enter the total cost and prorated fee incurred from the effective date of the order to the end of the report month. The cost figures are to include the total of all internal costs and all costs, if any, placed through your subcontractors, e.g. the amount of all definitive commitments made even though delivery and/or billing-payment has not been accomplished.

Use actual cost figures insofar as they are available and use estimates when actual costs are not available. The estimates should reflect your actual overhead cost for the period covered and should not be limited by any provisional overhead rates previously used or specified in the order or external thereto.

### ESTIMATED COST TO COMPLETE

Enter the total estimated cost required to complete this order from the end of the report month. The costs are to include all anticipated costs by your organization including expected overhead rate and total anticipated cost of any subcontractors or outside commitments.

The amounts shown in this column must not be derived by subtracting the Cost Incurred to the End of Current Month column from the Total Cost Authorized in the order and may not necessarily coincide with the results of such subtraction.

### ESTIMATED COST TO BE INCURRED NEXT MONTH

Enter the total of all costs expected to be incurred by your organization and any subcontractors.