

4.1001 Policy.

In order to improve the accuracy, traceability, and usability of *procurement* data, *procurement* instruments *shall* identify the *supplies* or services to be acquired as separately identified *line items* and, as needed, *subline items*.

(a) *Line items* are established to define deliverables or organize information about deliverables. Each *line item* describes characteristics for the item purchased, *e.g.*, *pricing*, delivery, and funding information.

(b) Each *line item* may be subdivided into separate unique subsets (called *subline items*) to ease administration. If a *line item* has deliverable *subline items*, the *line item* is informational. *Subline items* differentiate between or among certain characteristics of the *line item*, such as colors or sizes, dates of delivery, destinations, or places of performance. *Subline items* are established to define deliverables or organize information about deliverables.

Parent topic: [Subpart 4.10 - Uniform Use of Line Items](#)