

## Checklist for PSIC Grant Requests for Reimbursement (RFR)

Subgrantee: \_\_\_\_\_

Project Title: \_\_\_\_\_

Subgrantee Contact: \_\_\_\_\_

Time Period covered for this request (e.g.: Oct 1 – Oct 31): \_\_\_\_\_

Description		Yes	No
1.	Approved procurement policy on file with Program Managers	<input type="checkbox"/>	<input type="checkbox"/>
2.	Ensure competitive procurement standards are met for professional services, clerk-of-the-works contracts that will be paid with federal funds.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Purchasing Approval Letter (if purchase is over \$5,000)	<input type="checkbox"/>	<input type="checkbox"/>
4. (Bids Only)	a. Meet with prospective bidders. If necessary, hold a workshop for prospective bidders.	<input type="checkbox"/>	<input type="checkbox"/>
	b. Pre Qualification Agenda	<input type="checkbox"/>	<input type="checkbox"/>
	c. Bid summary sheet	<input type="checkbox"/>	<input type="checkbox"/>
	d. Pre-Bid Meeting (notice & minutes)	<input type="checkbox"/>	<input type="checkbox"/>
	e. Bid Opening (notice & minutes)	<input type="checkbox"/>	<input type="checkbox"/>
	f. Notice to rejected bidders	<input type="checkbox"/>	<input type="checkbox"/>
5.	<b>Check with Excluded Party's list on contractors' eligibility to participate in federal contracts. (please include a copy of screen shot once you research the vendor)</b>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Expenditure Approval – all expenditures made under a grant are approved by the program manager or someone who is familiar with the approved grant application and with the cost principles. The program manager approves only those expenditures that are: for activities approved in the application and are allowable under the cost principles. Controls are in place that ensures that grant funds are available sufficient to cover expenditures.	<input type="checkbox"/>	<input type="checkbox"/>
7.	All original receipts associated with this purchase are included.	<input type="checkbox"/>	<input type="checkbox"/>
8.	<b>Authorized Equipment List (AEL) (please incl. AEL List Name and number)</b>	<input type="checkbox"/>	<input type="checkbox"/>

- A **contract** contains a description of the service, an estimate of time required, rate of compensation and termination provisions.
- Efforts are made to solicit price or rate quotations from an adequate number of sources unless the service is only available from a single source.
- Records are kept that include the reason for the contract, the selection process, the contract itself, invoices for payments, and, at completion, a statement that services have been adequately rendered.
- Travel costs, including transportation, lodging, subsistence, and other costs associated with travel status, are charged to the grant when costs do not exceed charges allowed by the organization in its normal operations. Total not to exceed \$1,500.
- Invoices for payments, copy of purchase order and all pertinent documents associated with the purchase. EX. Copy of quotes, bid, contract, cooperative agreement #..

If the answer to any of the above questions is "NO", immediately return the RFR to the subgrantee for correction. This checklist may be provided to subgrantees for their use before submission of an RFR or to aid in correcting an error.

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_