

Federal Grant Purchase Checklist

All federal grant purchases (including professional development, purchased services, and supplies & materials) must follow district policy in addition to Federal Uniform Guidance. This applies to purchases made via Purchase Order, Direct Payment, Petty Cash, and Purchase Card. To ensure all requirements are met, this checklist must be completed for each and every purchase with federal funds. Please see Board Policy DJB.

Vendor and/or Contract # (if applicable): _____

Grant Manager spending authorization and verification that purchase is allowable under the rules for the federal grant:

Signature Date

Purchases up to \$10,000 on a single invoice or purchase order – “Micro Purchase”

Note this purchase threshold does not require any quotes or sole source documentation.

Purchases between \$10,000.01 and \$74,999.99 on a single invoice or purchase order – “Small Purchase”

_____ Not less than 2 quotes (written, online, website, or email) included with this checklist. Note that order will not be placed if quotes are required and not included.

_____ If the product/service is only available from a single source or there is inadequate competition after solicitation of multiple sources, the Sole Source form must be included. Note that order will not be placed if Sole Source form is required and not included.

Grant Director Signature (If Applicable): _____

Purchases \$75,000 or more on a single invoice or purchase order – “Large Purchase”

_____ Formal Bid with 3 responding vendors. Please work with the Purchasing Department. Note that order will not be placed if bids are required and not included.

_____ If the product/service is only available from a single source or there is inadequate competition after solicitation of multiple sources, the Sole Source form must be included. Note that order will not be placed if Sole Source form is required and not included.

Grant Director Signature (If Applicable): _____

CFO Signature: _____

Finance Only: Vendor checked for debarment in SAMS: Yes No Initials