

December 10, 2020

TO: All Employees
FROM: Amber Cross, Purchasing Services and Robert Threatt, Internal Auditor
RE: Federal Grant Purchasing Guidelines

Dear Colleagues:

In an effort to ensure all purchases using federal funds are in accordance with our District policies ([AP 6301](#) - Procedures for Federal Grant Funds) and any applicable federal and state laws, we are setting the following procedures in place. It is important to note that these procedures apply to all federal purchases, whether processed using a purchase order (PO) or CAL-Card.

Purchase Orders

1. Requesters must run the vendor's name through a federal purchasing database known as, the *System for Award Management (SAM.gov)*, that verifies if the selected vendor has been debarred or suspended from doing business with the federal government. Instructions are attached. A screenshot of the SAM.gov search results must be attached to the requisition in PeopleSoft.
2. Any purchase over \$3,500 must have two (2) quotes attached and the vendor selected must be for the lower of the two quotes.
3. Open purchase orders will have a maximum amount of \$3,500 for each fiscal year.
4. Federally funded purchase orders exceeding \$3,500, must be setup on an individual basis (e.g. as a regular PO, not an open PO).
5. All requisitions using federal funds will be routed to Amber Cross for initial approval, if the requisition does not meet all requirements above, it will be denied.

CAL-Cards

1. Requestors must attach a copy of the SAM.gov screenshot (referenced in #1 above) to the CAL-Card Pre-authorization Form which is submitted to the account custodian, prior to making the purchase.