### Checklist for Purchasing with Federal Funds

**Key Dollar Thresholds**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$25,000</td>
<td>Micro Purchase</td>
</tr>
<tr>
<td>$100,000</td>
<td>ABOR formal solicitation</td>
</tr>
<tr>
<td>$250,000</td>
<td>Simplified Acquisition</td>
</tr>
</tbody>
</table>

#### Under $25,000
- Department small dollar purchase

- **Use Pcard**
  - **Note:** Pcard is the preferred payment method for micro purchases

- **No quotes required if price is deemed reasonable by department**

- **If practicable, department distributes purchases among qualified suppliers**

**Documentation Requirements**
- Department maintains all Pcard related records and justifications, as applicable.

#### $25,000-$100,000
- Public competitive solicitation; Informal – Request for Quote, eSourcing; Multiple quotes is goal

- **Check availability on-campus, NAU or UA, at State or Federal Surplus, and at GSAxcess**

- **Conduct lease vs buy analysis**

- **Look for existing contract or public solicitation by others**

- **Preference for products that contain recovered materials, conserve natural resources, protect the environment, and are energy efficient**

- **Provide a clear and accurate description that includes any technical requirements, and lists any requirements that must be met, while not unduly restricting competition**

- **If "brand name or equal" descriptions are used, identify the characteristics needed for an item to be an equal**

- **Solicit quotations from suppliers**

- **Reach out to small, disadvantages businesses; includes labor surplus area firms**

- **Additional contract requirements:**
  - **Address termination for cause and for convenience, and the basis of settlement if enacted (Purchase Order provision addresses this)**
  - **Check of conflict of interest database to determine whether anyone with a real or perceived conflict of interest is participating in the selection, award, or administration of the contract**
  - **Refer to Office of Research Integrity as needed**

**Documentation Requirements**
- The following must be attached to the Purchase Order:
  - Completed Checklist for Purchasing with Federal Money
  - Procurement Method and Price Reasonableness Form
  - Attach quotes received
  - For inadequate competition (only one quote rec’d):
    - Price or cost analysis
    - Negotiation of profit – additional justification if more than 10%
    - Conflict of Interest Certification Form
  - Sole Source
    - Sole Source Justification Form
    - Price or cost analysis
    - Negotiation of profit – additional justification if more than 10%
    - Conflict of Interest Certification Form
  - If supplier is a Named Provider in the grant proposal
    - Where supplier is named in the grant proposal
    - Grant notice of award
  - SAM.gov print screen
<table>
<thead>
<tr>
<th>$100,000 and greater previous requirements, plus:</th>
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</tr>
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<tbody>
<tr>
<td>☐ All $10,000 - $100,000 requirements</td>
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</tr>
<tr>
<td>☐ Formal competitive solicitation in accordance with ABOR requirements or approved waiver of solicitation requirements</td>
<td>☐ All $100,000 and greater requirements</td>
</tr>
</tbody>
</table>

### Documentation Requirements

The following must be attached to the Purchase Order:

- Completed Checklist for Purchasing with Federal Money
- Procurement Method and Price Reasonableness Form, AND, as applicable:
  - ☐ For inadequate competition (only one quote rec’d):
    - ☐ Price or cost analysis
    - ☐ Negotiation of profit – additional justification if more than 10%
    - ☐ Conflict of Interest Certification Form
  - ☐ Sole Source
    - ☐ Sole Source Justification Form
    - ☐ Price or cost analysis
    - ☐ Negotiation of profit – additional justification if more than 10%
    - ☐ Conflict of Interest Certification Form
  - ☐ Bid Waiver
    - ☐ Bid Waiver Justification Form
    - ☐ Price or cost analysis
    - ☐ Negotiation of profit – additional justification if more than 10%
    - ☐ Conflict of Interest Certification Form
  - ☐ If supplier is a Named Provider in the grant proposal
    - ☐ Where supplier is named in the grant proposal
    - ☐ Grant notice of award
  - ☐ SAM.gov print screen

- Additional contract requirements:
  - ☐ Address administrative, contractual, or legal remedies if the contractor breaches
  - ☐ Require the contractor to comply with the Clean Air Act and the Federal Water Pollution Control Act
  - ☐ Require the contractor and its subcontractors to file anti-lobbying certifications and disclose lobbying with non-Federal funds
  - ☐ User feedback and resultant remedies after award

- Technical Evaluation
- Procurement Method and Price Reasonableness Form AND, as applicable:
  - ☐ For inadequate competition (only one quote rec’d):
    - ☐ Price or cost analysis
    - ☐ Negotiation of profit – additional justification if more than 10%
    - ☐ Conflict of Interest Certification Form
  - ☐ Sole Source
    - ☐ Sole Source Justification Form
    - ☐ Conflict of Interest Certification Form
  - ☐ Bid Waiver
    - ☐ Bid Waiver Justification Form
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    - ☐ Where supplier is named in the grant proposal
    - ☐ Grant notice of award
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