

FEDERAL FUNDS PROCUREMENT CHECKLIST

Project Name:		
Oracle Req. #		Dollar Amount:
Spa Rep contact:		
PI Name:		

Note: Check all boxes prior to submitting requisition to PSO

[Federal Funds Procedure](#) <-- Click here to review

	<\$10,000	\$10,000-\$249,999		>\$250,000	
REQUIREMENTS FOR ALL PROCUREMENTS	PI	PI	PSO	PI	PSO
Conflict of Interest compliance 200.318(c)(1) RIT COI					
Unnecessary/duplicative purchases 200.318(d) RIT Asset Listing					
Federal surplus availability 200.318(f)					
Consolidate or split procurements 200.318(d)					
Lease/Buy consideration 200.318(d)					
Supplier qualification and selection – Affirmative Action 200.321 RIT Supplier Diversity					
Supplier qualification and selection – Debarred List 200.318(h)					
Price reasonableness 200.320(a)					
ADDITIONAL REQUIREMENTS FOR COMPETITIVE PROCUREMENTS					
At least three written price quotations 200.320(b) Price Summary Form					
Formal publicized RFQ/RFP 200.320(d)(1)					
Independent estimate 200.323(a)					
ADDITIONAL REQUIREMENTS FOR SOLE SOURCE PROCUREMENTS					
Valid exception to competitive procurement 200.320(f) RIT Sole Source Form					

My signature below confirms that: 1) I have complied with the RIT Federal Funds Procedures; 2) I will maintain documentation supporting the vendor selection process; and 3.) I will ensure all terms and conditions of the contract are met.

PI: _____ Date _____