

Division of Financial and Administrative Services
Uniform Grant Guidance--Policy and Procedure Checklist

Allowability Procedure [Reference 2 CFR Part 200.302(b)(7)]

MUST:

- Be a written procedure
- Address the process used for determining the allowability of costs in accordance with Subpart E - Cost Principles of the Uniform Grant Guidance and the terms and conditions of the Federal award

Cash Management Procedure [Reference 2 CFR Part 200.302(b)(6)]

MUST:

- Be a written procedure
- Address the process used for ensuring that Federal funds are requested on a reimbursement basis only

Procurement Procedure [Reference 2 CFR Part 200.318 - 200.320] [Federal Acquisition Regulations (FAR) 48 CFR Subpart 2.1

<https://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html>

MUST:

- Be a written procedure
- Address the standards of conduct covering conflicts of interest and governing the actions of employees engaged in the selection, award and administration of contracts:
 - Address the standards set for situations in which a financial interest is not substantial or a gift is an unsolicited item of nominal value
 - Address the disciplinary actions to be applied for violations of such standards by officers, employees, or agents
- Address applicable procurement methods:
 - Micro-purchases (\$10,000 or less)
 - Small purchases (\$10,001 - \$249,999)
 - Sealed bids (\$250,000 or more)
 - Competitive proposals (\$250,000 or more)
 - Non-competitive/sole source
- Address the process used to avoid acquisition of unnecessary or duplicative items
- Address the process used for procurement transactions that ensure that all solicitations:
 - Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured
 - Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals

Time and Effort Procedure [Reference 2 CFR Part 200.430(i)]

MUST:

- Be a written procedure
- Address the internal controls designed to ensure accurate, allowable, and allocable personnel charges for Federal programs

Travel Policy [Reference 2 CFR Part 200.474(a) and 200.474(b)]

MUST:

- Be a written policy
- Address the process used to reimburse expenses of employees on official business (actual cost basis, per diem basis, or mileage basis)
- Address the process used to determine whether costs for travel, including lodging, subsistence, and incidental expenses, are reasonable and allowable