

Acquisition of Goods or Services with Federal Funds

Procurement of goods and services with federal funds must be made in compliance with the provisions of OMB Circular A-110 which states that the College is prohibited from contracting with or making sub awards to parties that are suspended or debarred or whose principals are suspended or debarred.

In order to comply with this requirement the following procedures must be followed when purchasing or contracting for goods or services.

Procurement through the College Purchase Card or Accounts Payable:

- The principal investigator (PI) must ensure that the vendor or contractor has not been disbarred or suspended. The PI will use the government Excluded Parties List System (EPLS) @ www.epls.gov and enter the vendor or contractor's name in the search-current exclusion box and hit go. This will produce a list that hopefully will not include your vendor. If it does, this vendor **can not** be used. If it does not include your vendor, print the list and attach it to the receipt or order confirmation to document the College is complying with this regulation. This process takes less than 3 minutes.
- The usual month end purchase card procedures will be followed. Grant department numbers begin with a GXXXX and the Cashier's Office will also review the documentation to ensure it is complete. If not the Cashier will check the website and send the PI a reminder.
- It is important to comply with all federal regulations to ensure the College continues to receive federal funding. If the PI does not follow this procedure, the purchase card will be closed.
- This same procedure must be followed if the vendor allows the PI to purchase on credit and sends the invoice for payment. The PI must check the website before placing the order or going to a local merchant and the EPLS print out must accompany the invoice and Request for Payment (RFP) sent to the Senior Staff Accountant responsible for grants administration. She will ensure the EPLS print out is attached to the RFP. The RTO maybe returned to you if the EPLS print out is missing.

Procurement through the Purchasing Department:

- The principal investigator (PI) must ensure that the vendor or contractor has not been disbarred or suspended. The PI will use the government Excluded Parties List System (EPLS) @ www.epls.gov and enter the vendor or contractor's name in the search-current exclusion box and hit go. This will produce a list that hopefully will not include your vendor. If it does, this vendor **can not** be used. If it does not include your vendor, print the list and attach it to the Request to Order (RTO) to document that the College is complying with this regulation. This process takes less than 3 minutes.

- As usual, the RTO will be sent to the Senior Staff Accountant responsible for grants administration. She will ensure the EPLS print out is attached to the RTO. The RTO may be returned to you if the EPLS print out is missing.

Procurement of Equipment:

OMB Circular A-110 requires all fixed assets to be tagged and tracked to document the equipment was purchased with federal funds. Once equipment has been received on Campus, please call the Manager of Financial Accounting. A tag will be placed on the equipment and the model and serial number information will be collected as well as the physical location to be stored in Depreciation Works fixed asset software.

On an annual basis, a physical inventory needs to be done. If any equipment is moved permanently from one location to another, please email the Manager of Financial Accounting with that information.