JOINT AGREMENT PROCURMENT REVIEWCHECKLIST

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| **PROCUREMENT REVIEW – JOINT AGREEMENT** (School to School Purchase Through Joint Service Agreement) | | | |
| Buying SFA Name: Agency Code: Selling SFA Name: Agency Code:  Request the following documentation:   * Copy of signed Joint Agreement * Copy of 3 invoices from selling SFA (April, May, and June of review year) * Copy of Procurement Manual * Written confirmation no other purchases were made outside the Joint Agreement   o Note: normally milk is procured separately by the buying SFA | | | |
| **INTER-GOVERNMENTAL REVIEW OF SFA TO SFA MEAL SALES** | | | |
|  | | **Circle One** | |
| 1) Did the SFA provide copy of completed Procurement Review form? | | Yes | No - Finding |
| 2) Did the buying SFA provide a copy of its Procurement Manual? | | Yes | No -  Finding |
| 3) Did the buying SFA provide reviewer with a signed Joint Agreement? | | Yes | No - Finding |
| * If yes, did the signed Joint Agreement match what was on file at DPI? | | Yes | No -  Finding |
| 4) Did the SFA use the required template Joint Agreement to purchase meals? | | Yes | No - Finding |
| 5) Were three invoices/receipts received for review? (April, May, and June of review year) | | Yes | No -  Finding |
| 6) Does a review of three invoices/receipts show the buying SFA purchased the products and  services described in the Joint Agreement? | | Yes | No - Finding |
| 7) Did invoice meal charges match those listed in the Joint Agreement? | | Yes | No |
| * If no, were changes to the pricing listed on the modifications attachment for modifications to the Joint Agreement? | N/A | Yes | No - Finding |
| o If yes, were modifications allowable (any issues)? | N/A | Yes | No -  Finding |
| 8) Was amendment for participate in USDA Foods complete and signed? | | Yes | No |
| * If yes, was entitlement passed through to SFA in the form of modified meal price and end of year reconciliation of USDA Foods entitlement amount? | | Yes | No - Finding |
| 9) Did buying SFA provide written confirmation regarding other purchases made **outside** the Joint Agreement during the school year (ex: equipment or cleaning supplies)? | | Yes | No other purchases |
| * If yes, was procurement(s) in compliance with the requirements for the appropriate threshold? (Federal, State, and Local)   Note: Use appropriate checklist to review purchase(s).  List Purchase(s): (*Milk?*) | N/A | Yes | No - Finding |
| ADDITIONAL COMMENTS: | | | |

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