JOINT AGREMENT
PROCURMENT REVIEWCHECKLIST

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
    - 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
○ 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: