



## M E M O R A N D U M

**Date:** [Date]

**To:** [Department]  
Attn: [Delegation Holder Name]  
[Street Address]  
[City, State, Zip Code]

**From:** Department of General Services  
Procurement Division, System Integrity Unit

**Subject:** **DELEGATION PROGRAM REVIEW & ENTRANCE INTERVIEW**  
**Delegation Nos.:** [Delegation Nos.]  
**Review Period:** [Date] to [Date]  
**Entrance Interview:** [Date & Time]  
**Review Dates:** [Date] - [Date]

The Department of General Services, Procurement Division, is responsible for conducting delegated purchase program compliance reviews as required by statute. In accordance with Public Contract Code Sections 10333(b) and 12101, a compliance review will be conducted of the purchase transactions entered into by your agency utilizing the authority granted by the Procurement Division as noted above. The review will also include California Multiple Award Schedule orders, master contract orders (master agreements, statewide contracts, and state price schedules), transactions utilizing Cal-Card as the payment method, and collection of prompt payment data. The review has been scheduled for the dates indicated above, beginning with an entrance interview, also as indicated above. You are encouraged to invite other relevant department staff to the entrance interview.

The documents and/or information listed below are required for the review. To ensure that the review is completed expeditiously and with as little disruption to your program as possible, please have these items readily available on the date and at the time indicated above. Missing or misplaced documentation could unnecessarily extend the time required to complete the review.

1. Written departmental policies for all purchasing functions.
2. Written departmental operating procedures for all purchasing functions.
3. Conflict of Interest Statements for all staff with purchasing authority during the review period.
4. Drug-Free Workplace Certification files. In addition to making the certifications available for review, provide an alphabetical listing by supplier name with certification expiration dates, if possible. (If certifications are filed with each relevant transaction or if each file states that a current certification is on file, access to a centralized file and the alphabetical listing is not necessary.)

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5. Payee Data Record (Std. 204) files. In addition to making the records available for review, provide an alphabetical listing by supplier name, if possible. (If records are filed with each relevant transaction or if each file states that the record is on file, access to a centralized file and the alphabetical listing is not necessary.)
6. Purchase documents for delegation program transactions (Std. 65's), as identified on the attached "Transactions Selected for Review", for the delegation authority(ies) and review period indicated above.
7. A representative sample of CMAS orders (approximately 10% recommended) as selected by the delegation holder named above (addressee) for the review period indicated above.
8. A representative sample of master contract (master agreements, statewide contracts, and state price schedules) orders (approximately 10% recommended) as selected by the delegation holder named above (addressee) for the review period indicated above.
9. A representative sample of purchase documents using Cal-Card as the payment method (approximately 10% recommended) as selected by the delegation holder named above (addressee) for the review period indicated above.

When the review is complete, a copy of the review report will be provided to you, the delegation holder. You will also be asked to provide payment information on a representative sample of transactions selected during the review.

If you need additional information or have any questions, please call me at (916) \_\_\_\_-\_\_\_\_.

[Reviewer Name]

[Reviewer Title]

Acquisition Quality Assurance Program

Attachment: Transactions Selected for Review