

ENTRANCE INTERVIEW CHECKLIST

I. Opening

- A. Introductions. Begin with the reviewer.
- B. Purpose. To conduct a delegated purchasing program compliance and quality review. Explain the difference between compliance and quality.
- C. Parameters. State types of delegations and delegation numbers, also CMAS, Masters, Cal-Card, and prompt payment.
- D. PD Customer Service, Knowledge-Based Approach. Compliance and quality. Assist department in identifying areas for improvement, including compliance with statutes, policies, and guidelines, as well as employing best procurement practices.
- E. Materials Availability. Availability of materials as requested in the confirmation memo (specifically mention availability of transactions).
- F. Work Space Needs. (1) Near transactions filing area. (2) Ability to leave materials out and undisturbed until the review is complete. (3) Electrical outlet, if possible (for laptop or calculator). (4) Availability of delegation holder or designee during review period.

II. Compliance Review Process

- A. Departmental Purchasing Policies. To review and for reviewer to keep.
- B. Departmental Purchasing Operating Procedures. To review and for reviewer to keep.
- C. Conflict of Interest Statements. To ensure all staff signing purchase transactions have signed statements on file and are familiar with the requirements of Government Code section 19990.
- D. Drug-Free Workplace Certification files. To ensure that the department is doing business only with suppliers that are in compliance.
- E. Payee Data Record. To ensure departmental compliance with SAM 8422.190.
- F. Delegation Program Purchase Transactions. To review departmental purchasing transactions in accordance with specific compliance and quality criteria.
- G. CMAS Orders. To review departmental CMAS orders in accordance with specific compliance and quality criteria.
- H. Master Contract Orders. To review departmental Master Contract orders, including Master Agreement orders, Statewide Contract orders, and State Price Schedule orders, in accordance with specific compliance and quality criteria.
- I. CalCard Transactions. To review departmental CalCard transactions in accordance with specific compliance and quality criteria. Prefer a representative sample of cardholders. Ask the delegation holder to describe the agency's Cal-Card management and user structure. Explain review will include review of selected statements of account and summaries.

III. Closing

- A. Exit Interview. (1) Reviewer will provide and review the report with the delegation holder and any other staff as determined by the delegation holder. All attendees will sign the report. The reviewer will provide the delegation holder with a signed copy of the report. (2) Reviewer will request payment information on a representative sample of transactions selected during the review. Payment data forms are to be returned as indicated on the form.
- B. Questions.