

Subject	Criteria	Review Points
Authority	Any state agency that receives delegated purchasing authority shall be authorized to make purchases of materials, supplies, and equipment designated in price schedules that DGS has established with suppliers.	Has the department placed the order with a supplier who has a state price schedule?
Contract Documentation	The department must have the complete state price schedule on file.	Does the order include, or incorporate by reference, the relevant state price schedule? If included by reference, is a copy accessible to the end user?
File Documentation	Transaction files shall provide an orderly record of decisions made and actions taken throughout the purchase process in a manner that makes the transaction easily understood by a reader who is unfamiliar with it and makes documentation easy to locate.	Is all transaction-related information and documentation included in the file or its location referenced? Is the information and documentation easy to locate?
Order Limits	Individual purchase orders must adhere to state price schedule order limits.	Is the order is within state price schedule limits?
Order Number	The purchase document must contain the appropriate state price schedule number and an agency order number.	Does the transaction contain the appropriate state price schedule number in the "Delegation/Contract Number" box on the Std. 65? Is the agency order number a unique identifier for this transaction?
Payee Data Record (Std. 204)	Agencies must obtain a Std. 204 from the supplier on each procurement transaction.	Is there a Std. 204 included or referenced in the file documentation or on file for this supplier?
Recycled Content Certification	Suppliers must certify the percentage of recycled content for products sold to the State in the 11 designated categories.	If the purchased product falls within the 11 designated categories, does the transaction documentation include a recycled content certification or has the appropriate percentage been entered in the General Provisions?
Split Orders	A department may not split orders to circumvent state price schedule order limits.	Is there evidence that the same item has been purchased within a short period of time with the combination of orders exceeding program limits?
Stock Received Report	The receipt of goods must be properly documented.	Does the file documentation include the State's standard Stock Received Report (Std. 106) or other acceptable alternative documentation?

COMPLIANCE CRITERIA
 State Price Schedule Program

Subject	Statute	Executive Order	Regulation	Mgmt. Memo	Budget Letter	SAM	CAM	SCM	CMAS Bulletin	Proposed Delegation Program Guidelines	General Provisions (3/27/00)	Compliance Tips	Other
Authority	PCC 10332						3.1.3			E.8		<i>In Development</i>	
Contract Documentation							3.6.1					<i>In Development</i>	
File Documentation							3.6.1					<i>In Development</i>	
Order Limits	PCC 10332						3.1.3					<i>In Development</i>	
Order Number										F.1		<i>In Development</i>	
Payee Data Record (Std. 204)	R&T 18646					8422.19		7.25				<i>In Development</i>	
Recycled Content Certification	PCC 10308.5, 10354			99-01, 99-09			3.4.6	7.70		H.4	48	<i>In Development</i>	SABRC Guidelines
Split Orders	PCC 10329					3572		5.03		E.2		<i>In Development</i>	
Stock Received Report						8422.20						<i>In Development</i>	