

Illinois State Board of Education  
Federal and State Monitoring Division

## **Checklist for Procurement and Purchasing Review**

### Regulatory Citations:

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200 – Federal Uniform Guidance) provides the following guidance and requirements for Procurement and Purchasing. This is not an exhaustive list and is meant to help guide and prepare grantees for the testing that will occur during a field or desk monitoring engagement.

### [Procurement Standards - 2 CFR 200.317 through 200.326](#)

All non-Federal entities, including subrecipients of a state, will follow §§200.318 General procurement standards through 200.326 Contract provisions.

### Policy and Procedure Documentation:

1. Approved policy, or policies, related to the procurement and purchasing process conforming with the regulatory citations noted above
2. Documentation related to vendor and contractor selections, including quote reviews and Request for Proposal solicitations and reviews
3. Documentation of purchase orders, invoices, and other billing materials related to vendor payments
4. Documentation related to contractual agreements including evidence of how the contract terms are being monitored to ensure specifications are being met