

Grant Compliance

TRANSACTION SUMMARY SHEET

- Source of Funds**
- Federal/FFT
 - Non-Federal – if Non-federal, you do not need to complete this form

- Method of Procurement**
- Informal Quote Process (attach Small Purchase Quote Summary)
 - Invitation for Bid (Bid)
 - Request for Proposal (RFP)
 - Sole Source
 - Brand Only
 - Named Provider

Rationale for Method of Procurement: _____

Comments: _____

- Contract Type**
- Standard Agreement for Services
 - Vendor agreement
 - Purchase Order

- Conflict of Interest**
- _____

- Compliant with Federal suspension & debarment;** 2 CFR §200.318(h):
<https://www.sam.gov>
- _____

- Basis for the Contract Price**
- _____
- _____

- Reasonable costs**

2 CFR §200.404 -

- A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. The question of reasonableness is particularly important when the non-Federal entity is predominantly federally-funded. In determining reasonableness of a given cost, consideration must be given to:
 - (a) Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the non-Federal entity or the proper and efficient performance of the Federal award.
 - (b) The restraints or requirements imposed by such factors as: sound business practices; arm's-length bargaining; Federal, state, local, tribal, and other laws and regulations; and terms and conditions of the Federal award.
 - (c) Market prices for comparable goods or services for the geographic area.
 - (d) Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the non-Federal entity, its employees, where applicable its students or membership, the public at large, and the Federal Government.
 - (e) Whether the non-Federal entity significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the Federal award's cost.

- Comments** _____

General Comments: _____

PI Name	Approval Signature	Date
ORP reviewer	Approval Signature	Date
Purchasing reviewer	Approval Signature	Date

Date _____

Dept. _____

Dept. Contact _____

Phone # _____

Item/Services being procured _____

Description _____

Term dates:

From _____ to _____

Total term amount
\$ _____

Current FY amount
\$ _____

Renewal options

Amendments:

Voucher # _____

Vendor _____

Communication Log

Vendor Contact: _____

Date of Contact	Person Contacted at Company	Method	Details	Contacted By
		<input type="checkbox"/> Email <input type="checkbox"/> Phone		
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