

D. Administrative Assessment

GENERAL SERVICES

AGENCY: _____
 ADDRESS: _____
 INTERVIEWERS: _____
 INTERVIEWEES: _____
 DATE: _____

PROCUREMENT STANDARDS

1. Does the provider have written purchasing policies and procedures for the procurement of supplies, equipment, construction and other services (the cost of which is supported in whole or in part by this contract)?
2. Do the policies/procedures adequately address such matters as:
 - a) The need and use of formal advertising?
 - b) Bidding?
 - c) Small purchase procedures?
 - d) Use of sole source?
 - e) Documentation of selection process?
 - f) Required signatures?
3. Are there written policies or consistently followed procedures regarding the use of consultants/professional services?
4. Are the consultant/professional costs reasonable?
5. Has the responsibility for purchasing been assigned to one department or individual within the program? (If not, explain.)
6. Does the provider maintain a code of conduct that governs the performance of its officers, employees, or agents engaged in procurement which will avoid any conflict of interest?
7. Do subcontracts contain all appropriate clauses and provisions?
8. Are positive efforts made by the program to purchase property and service from small and minority firms, Women's Business Enterprise and Labor Surplus area firms?

YES	NO
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Comments:

YES	NO
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- 9. When not in use, are checks locked in a secure cabinet?
- 10. Is it prohibited to make disbursements from cash receipts?
- 11. Based on the review of paid/unpaid bills, does the provider appear to make payment in a timely manner?
- 12. Is there a petty cash fund, under the responsibility of one custodian, reasonable in size and limited as to purpose and amount disbursed?
- 13. Are cash receipts from accounts receivable or other sources commingled with petty cash funds?
- 14. Are disbursements from petty cash documented by approved supporting invoices?
- 15. Are reimbursements to the petty cash fund approved by a person other than the custodian?
- 16. Is the petty cash voucher for reimbursement effectively cancelled at the time of reimbursement to avoid reuse?
- 17. Are petty cash funds reconciled to approved petty cash allowance by a person other than the custodian on a monthly basis? If not, then how often?

Comments:

BUDGET MANAGEMENT

YES	NO
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- 1. Is the contract budget detailed by cost center (if more than one) by source of funds and by expenditure category?
- 2. Does the provider have procedures to ensure that their expenditures are adequately supported by revenue budgeted for that particular purpose?
- 3. Is a monthly comparison made between budget and actual expenditures to avoid incurring obligations in excess of:
 - a) Total funds available for the contract?
 - b) Total funds available for an expenditure category?
- 4. Are amendments to the budget made only with the approval of the top management of the provider?
- 5. When budget revisions cause either the contract terms or dollar amount to change, is written approval from FDOH obtained prior to making the expenditures authorized in the revised budget?

Comments:

