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| **Joint Agrement** **Procurment reviewCHECKLIST** |

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| **Procurement Review – Joint Agreement** (School to School Purchase Through Joint Service Agreement) |
| Buying SFA Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agency Code: \_\_\_\_\_\_\_\_\_\_\_\_\_Selling SFA Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agency Code: \_\_\_\_\_\_\_\_\_\_\_\_\_Request the following documentation:* Copy of signed Joint Agreement
* Copy of 3 invoices from selling SFA (April, May, and June of review year)
* Copy of Procurement Manual
* Written confirmation no other purchases were made outside the Joint Agreement
	+ Note: normally milk is procured separately by the buying SFA
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| **Inter-Governmental review of SFA to SFA meal sales** |
|  | **Circle One** |
| 1. Did the SFA provide copy of completed Procurement Review form?
 | Yes | No -Finding |
| 1. Did the buying SFA provide a copy of its Procurement Manual?
 | Yes | No -Finding |
| 1. Did the buying SFA provide reviewer with a signed Joint Agreement?
 | Yes | No -Finding |
| * If yes, did the signed Joint Agreement match what was on file at DPI?
 | Yes | No -Finding |
| 1. Did the SFA use the required template Joint Agreement to purchase meals?
 | Yes | No -Finding |
| 1. Were three invoices/receipts received for review? (April, May, and June of review year)
 | Yes | No -Finding |
| 1. Does a review of three invoices/receipts show the buying SFA purchased the products and services described in the Joint Agreement?
 | Yes | No -Finding |
| 1. Did invoice meal charges match those listed in the Joint Agreement?
 | Yes | No |
| * If no, were changes to the pricing listed on the modifications attachment for modifications to the Joint Agreement?
 | N/A | Yes | No -Finding |
| * + If yes, were modifications allowable (any issues)?
 | N/A | Yes | No -Finding |
| 1. Was amendment for participate in USDA Foods complete and signed?
 | Yes | No  |
| * If yes, was entitlement passed through to SFA in the form of modified meal price and end of year reconciliation of USDA Foods entitlement amount?
 | Yes | No -Finding |
| 1. Did buying SFA provide written confirmation regarding other purchases made **outside** the Joint Agreement during the school year (ex: equipment or cleaning supplies)?
 | Yes | No other purchases |
| * If yes, was procurement(s) in compliance with the requirements for the appropriate threshold? (Federal, State, and Local)

 Note: Use appropriate checklist to review purchase(s).  List Purchase(s): (*Milk?*)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | N/A | Yes | No -Finding |
| ADDITIONAL COMMENTS: |