

Self Assessment of Internal Control

Procurement and Suspension and Debarment

Agency _____

Fiscal Year Ending _____

<u>YES</u>	<u>N/A</u>	<u>NO</u>		
				A. Control Activities / Information and Communication
			1.	Is there established segregation of duties between employees responsible for contracting; accounts payable and cash disbursements?
			2.	Is the contractor's performance with the terms, conditions, and specifications of the contract monitored and documented?
			3.	Do supervisors review procurement and contracting decisions for compliance with Federal and State procurement policies?
			4.	Are procedures established to verify that vendors providing goods and services under the award have not been suspended or debarred by the Federal Government?
			5.	Is there a system in place to ensure that procurement documentation is retained for the time period required by State and federal requirements?
			6.	Are there proper channels for communicating suspected procurement and contracting improprieties?
			7.	Are written policies and procedures in place to ensure compliance with State procurement rules?
			8.	Is a suspension and debarment rider incorporated into all federally funded contracts as required?
				B. Monitoring
			9.	Does management perform periodic review of procurement and contracting activities to determine whether policies and procedures are being followed?