

Tracking #: Amendment Expedite Requested

SECTION I: To be completed by Requestor

Date of Request: Requestor Name:
Description of Purchase: District/Section:

Reason/Justification for the Purchase: Contract/Grant # (if applicable):
Participant ID# (if applicable):

Proposed Date of Purchase: Total Cost of Purchase:
*Cost may vary slightly due to unanticipated adjustments

SECTION II: To be completed by CO Contracts and Procurement Section

Federal Grant Award #:

Method of Purchase

- Bids (minimum of 2 bids as documented on the DR815)
- Fair and Reasonable Pricing (purchases under \$5,000 only)
- Controlled Pricing (e.g. membership, subscriptions)
- Travel (in accordance with State Travel Rules/Guidelines)
- Medi-Cal Rates Only
- Sole Source/NCB

Cost Allocation

If this purchase benefits multiple programs, list programs and fund codes:

Is the anticipated usable life more than one year? (Equipment Only)

- Yes No

SECTION III: Approvals by DOR (Director or Deputy Director Only) and RSA

I certify, to the best of my knowledge, all information is correct and in adherence to 2 CFR 200.

DOR Director/Deputy Director Signature: Date:



Title:

Printed name: Phone Number:

Federal Agency Approving Signature: Date:



Choose one of the following categories below:

- Equipment and Other Capital Expenditures (Federal Agency approval must be obtained prior to encumbrance or authorization – per unit cost of \$5,000 or more)***

Equipment is defined as tangible personal property including information technology and integrated systems, placement equipment, etc. having an expected useful life of at least one year and a per-unit acquisition cost of \$5,000 or more. Information technology systems means computing devices, software, firmware, services (including support services), and related resources. This would include licenses/renewals for JAWS and Zoomtext; and costs related to the AWARE system. (Ref: 2 CFR 200.313 and 2 CFR 200.58)

Note: For equipment, federal agency approval is required prior to encumbering the funds.

Capital expenditures for general purpose equipment such as office equipment and furnishing, modular and telephone networks, information technology equipment and systems having an expected useful life of at least one year and a per-unit acquisition cost of \$5,000 or more. (Ref: 2 CFR 200.48 and 2 CFR 200.439)

Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life such as vehicle modifications or upgrades to Business Enterprises Program facilities having an expected useful life of at least one year and a per-unit acquisition cost of \$5,000 or more. (Ref: 2 CFR 200.439)

- Memberships, Subscriptions, Professional Activity Costs (regardless of cost)***

Costs of membership in any civic or community organization (e.g. Rotary, Lion's Club). (Ref: 2 CFR 200.454)

- Organization Costs (applies to all purchases regardless of cost)***

Costs such as incorporation fees, brokers' fees to promoters, organizers or management consultants, attorneys, accountants, or investment counselor, whether or not employees of the non-Federal entity in connection with establishment or reorganization of an organization. (Ref: 2 CFR 200.455)

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 Participant Support Costs (applies to all purchases regardless of cost)

Direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences or training projects. Conference is defined as a meeting, retreat, seminar, symposium, or workshop whose primary purpose is the dissemination of technical information beyond the non-Federal entity and is necessary and reasonable for successful performance under the award.

For example, travel and per diem expenses for an SRC member participating in the CSAVR conference or routine advisory meetings would require prior approval. (Ref 2 CFR 200.456/200.75/200.432)

 Rearrangement and Reconversion Costs (applies to all purchases regardless of cost)

Costs of special arrangements and alteration of facilities such as rearrangement of modular systems furniture/cubicle walls charged as a direct cost to the federal award.

As an example, all facility costs at the VR District and field offices are charged as a direct cost to the federal award and will require prior approval. (Ref 2 CFR 200.462(a))

 Entertainment Costs (applies to all purchases regardless of cost)

Costs of entertainment, including amusement, diversion, and social activities that have a programmatic purpose but might otherwise be considered entertainment. (Ref: 2 CFR 200.438)

 Selling and Marketing Costs (applies to all purchases regardless of cost)

Costs of selling or marketing products or services of the non-federal entity such as; costs of displays, demonstrations, and exhibits, and promotional items. (Ref 2 CFR 200.421 and 2 CFR 200.467)