

**Weslaco ISD**  
**Purchase Order Compliance Form when Using Federal Funds**

Campuses and Departments must consider the following elements when planning to use Federal funds.

**1. ESSER FUNDS PURCHASES: *Pre-Approval must be granted prior to any purchases being made with ESSER Funds; this will be done with an "ESSER Funds Approval Form" and must be included with all backup documents.***

**Yes**, this Purchase is being done through the use of ESSER Funds and Approval has been authorized.

ESSER I \_\_\_\_\_; ESSER II \_\_\_\_\_; ESSER III \_\_\_\_\_

What Question # does this purchase relate to under the FAQ SmartSheet? \_\_\_\_\_

**No**, this Federal Funds Purchase is not being done through the use of ESSER Funds.

**2. ALLOWABLE: *a cost must be allowable under the Federal cost principles in 2 CFR Part 200 (EDGAR), Subpart E and under the terms and conditions of the Federal grant award AND must be reasonable, necessary and allocable. Cost is allowable in accordance with the Federal grant award (budgeted in the approved grant application/contract).***

**No**, Cost is not being used to meet cost sharing or matching requirements of another Federal grant

**Yes**, Cost is consistent with policies and procedures that apply uniformly to all funds (not treated differently)

**Yes**, Costs are adequately documented

How is it allowable? \_\_\_\_\_

**3. REASONABLE: *a cost is reasonable if sound business practices were followed and price is comparable to current market price.***

**Weslaco ISD Purchasing Guidelines are being followed (more restrictive than Federal Guidelines)**

Check one box

for a purchase up to \$3,000.00: (less than \$500.00 only one (1) quote required; for purchases \$501.00 - \$3,000.00 three quotes required unless the vendor has been awarded a contract through a purchasing co-op or a WISD Proposal;

Prices were obtained from adequate number of sources (at least three (3) quotes are required) if total cost is between \$3,001.00 - \$49,999.99 for goods/services;

Board approval was granted for the purchase of goods and/or services totaling \$50,000 and greater.

How is it reasonable? \_\_\_\_\_

**4. NECESSARY: *a cost is necessary if needed to achieve an important program objective (not considered "nice to have").***

The cost is needed for the proper and efficient performance of the Federal grant or contract (items cannot be purchased toward end of grant period since the program did not receive benefit of the purchase)

The cost is identified in the approved budget, application or contract (required if requires specific approval)

The cost aligns with the identified needs based on results and findings from a formal needs assessment

How is it necessary? \_\_\_\_\_

5. **ALLOCABLE:** a cost is allocable to the Federal award if the goods or services involved are chargeable as assignable to the award in accordance with the relative benefits received.

- The charge to the program is in proportion to the value received by that program

How is it allocable? \_\_\_\_\_

6. **BENEFIT:** a cost justification is necessary if order needed in the grants' final 90 days to achieve an important program objective.

- The cost is needed for the proper and efficient performance of the Federal grant or contract  
 The cost is identified in the approved budget, application or contract (required if requires specific approval)  
 The cost aligns with the identified needs based on results and findings from a formal needs assessment  
 Does not apply  
 Purchase is occurring within 90 days of program end. Explain Benefit: \_\_\_\_\_

7. **SOLE SOURCE:** Must meet State and Federal requirements for noncompetitive proposals. Sole Source Vendor Affidavit must be complete, notarized and attached if applicable.

- Does not apply

*Federal Requirements* (check one or more):

- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.  
 The item is available only from a single source and an equivalent cannot be substituted; this must be documented  
 The Sole Source Purchase is \$25,000 or more – Weslaco ISD has been granted authority to make this non-competitive purchase by TEA (or other Federal awarding agency) and the signed response is on file.  
 After solicitation of a number of sources, competition is determined inadequate

*State Requirements – Section 44.031*(check one):

- Identification and confirmation that competition in providing the item or product to be purchased is precluded by the existence of a patent, copyright, secret process or monopoly  
 A film, manuscript, or book  
 A utility service, including electricity, gas, or water  
 A captive replacement part or component for equipment

8. **SYSTEM OF AWARDS MANAGEMENT (SAM):** All vendors in which Federal Funds are being utilized to purchase from must be registered with the Federal Government in the System of Awards Management (SAM).

- Yes, the vendor being used is an active member of SAM and is in good standings; and has been verified.

By signing below, individual attests that purchases are allowable, reasonable, necessary and allocable per criteria designated above. Failure to submit the completed compliance form prior to placing an order could cause the grantee to be identified as high risk and could result in sanctions.

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Name of Campus Principal / Department Director (*PRINT*)

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Date

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Signature of Campus Principal / Department Director

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Date

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Name Program Director (*PRINT*)

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Title

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Signature of Program Director

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Date