

PROCUREMENT FILE CHECKLIST

Purchase Order Number	PM	PCC	Total Procurement Value	Purchaser Name
HHSTX0000328232	SP	E	\$513.00	David Martinez

Spot Purchase of \$10,000 or Less

Purchases of goods and services when the total purchase is estimated to be \$0.00 to \$10,000 00

See [Texas Administrative Code, Title 34, Part 1, Chapter 20, Subchapter B, Division 1, § 20.82 – Delegated Purchases](#)

Note: Current forms listed below can be found on [Sharepoint](#) or [CAPPs](#)

FOLDER 1- PURCHASE ORDER	YES	NA	NA Comment/Explanation	Completion Date
CAPPs PO - signed	<input checked="" type="checkbox"/>	<input type="checkbox"/>		09/11/2023
PCS 111 attached to PO				09/11/2023
PCS 111 - Terms and Conditions Data Use Agreement (DUA) not required or PCS 111 - Terms and Conditions DUA required (includes all Texas Required Contract Clauses)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
· Verify SP/E on PO Header Comments	<input checked="" type="checkbox"/>	<input type="checkbox"/>		09/11/2023
· Verify FY(YY) Funds Statement on PO Header Comments	<input checked="" type="checkbox"/>	<input type="checkbox"/>		09/11/2023
· Verify NIGP applicable to purchase is added to the PO line	<input checked="" type="checkbox"/>	<input type="checkbox"/>		09/11/2023
Vendor Quote	<input checked="" type="checkbox"/>	<input type="checkbox"/>		09/11/2023
FOLDER 2- SUPPORTING DOCUMENTATION	YES	NA	NA Comment/Explanation	Completion Date
PCS 150 (this document)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		09/11/2023
Requisition (Does not apply to MIMS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		09/11/2023
Request Document (Does not apply to MIMS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		09/11/2023
Not a TCI or WorkQuest Item - <i>Documentation to show research was completed</i> <i>Goods Purchase - SmartBuy item search screenshot</i> <i>Services Purchase - Website screenshot</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		09/11/2023
TCI Waiver <i>Indicating that the product/service may be otherwise procured</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Workquest Waiver (Does not apply to Goods) <i>Indicating that the product/service may be otherwise procured</i> <i>Item must be listed on the WorkQuest Exception Report (Goods/Services)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
If Purchase is Greater than \$5,000, verification of quote request to one (1) Historically Underutilized Business (HUB) from the CMBL and a PDF of HUB vendor's CMBL listing dated on or before PO issue date	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
VENDOR CHECKS	YES	NA	NA Comment/Explanation	Completion Date
Each check dated no more than 7 days prior to award - Combined into a single PDF				
Texas Identification Number (TIN)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		09/11/2023
Warrant Hold Check	<input checked="" type="checkbox"/>	<input type="checkbox"/>		09/11/2023
Franchise Tax Account Status , No Nexus Letter or Exemption Letter	<input type="checkbox"/>	<input checked="" type="checkbox"/>	STATE AGENCY EXEMPT	
System Award Management (SAM) - Federal Exclusion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	STATE AGENCY EXEMPT	
Office of Inspector General List of Excluded Individuals/Entities (LEIE) - Federal Exclusions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	STATE AGENCY EXEMPT	
HHS Inspector General List of Excluded Individuals/Entities (LEIE) - State Exclusions -	<input type="checkbox"/>	<input checked="" type="checkbox"/>	STATE AGENCY EXEMPT	

FOLDER 2- SUPPORTING DOCUMENTATION		YES	NA	NA Comment/Explanation	Completion Date
Texas Debarred Vendor List		<input type="checkbox"/>	<input checked="" type="checkbox"/>	STATE AGENCY EXEMPT	
Divestment Statute Lists - Scrutinized Companies with ties to Iran		<input type="checkbox"/>	<input checked="" type="checkbox"/>	STATE AGENCY EXEMPT	
Divestment Statute Lists - Scrutinized Companies with ties to Sudan		<input type="checkbox"/>	<input checked="" type="checkbox"/>	STATE AGENCY EXEMPT	
Divestment Statute Lists - Companies that Boycott Israel		<input type="checkbox"/>	<input checked="" type="checkbox"/>	STATE AGENCY EXEMPT	
Divestment Statute Lists - Financial Companies that Boycott Energy Companies		<input type="checkbox"/>	<input checked="" type="checkbox"/>	STATE AGENCY EXEMPT	
Divestment Statute Lists - Designated Foreign Terrorist Organizations		<input type="checkbox"/>	<input checked="" type="checkbox"/>	STATE AGENCY EXEMPT	
Divestment Statute Lists - Scrutinized Companies with ties to Foreign Terrorist Organizations		<input type="checkbox"/>	<input checked="" type="checkbox"/>	STATE AGENCY EXEMPT	
FOLDER 3- CORRESPONDENCE & APPROVALS <i>(Must show dates sent)</i>		YES	NA	NA Comment/Explanation	Completion Date
Documentation (Email) of requisition assignment to customer (Does not apply to MIMS)		<input checked="" type="checkbox"/>	<input type="checkbox"/>		09/11/2023
Documentation (Email) of authorized purchase order sent to vendor and to the customer (Does not apply to MIMS)		<input checked="" type="checkbox"/>	<input type="checkbox"/>		09/11/2023
REVIEW AND CERTIFICATION					
Procurement and Contracting Services (PCS) Purchaser Certification					
Certification Statement: This certifies that the above checks have been completed.					
Purchaser Signature		Comments/Notes (Optional)			