

## **DOCUMENTATION PREPARATION CHECKLIST AND DISPOSITION STATEMENT**

[PVO name]

LRP

Agreement# OGSM: [agreement number] (Country: country name)

Financial and Compliance Food Aid Review

### **Instructions**

Please email the completed document by [insert date]. Please attach numbered post-it notes (small pieces of note paper with adhesive on the back) to the documentation that correspond to the following item numbers to facilitate identification of documentation during the on-site review. Also, please provide photocopies for our records of the items indicated with the term “*Photocopy*” in the third column of the table.

Please insert and save your organization’s written answers to the following four questions for every item listed in the table under the column heading “**Item Disposition Statement**” into this Microsoft Word© document. Please provide a thorough written response for each item or write “*N/A*” for “*Not Applicable*”, as appropriate.

- A. Will the item be physically available for review and marked with a numbered post-it note that corresponds to the item number cited in the table during the on-site review visit?
- B. What are the differences (if any) between the item descriptions contained in this table with the most comparable item physically available for review? Please provide the date(s) that the document(s) referred to in the item description were generated, signed, and/or submitted to the U.S. Department of Agriculture (USDA). Please include any other information about this item in the table that may facilitate the review process.
- C. Why is the item not applicable to the scope of this review (if applicable)?
- D. Why will the item not be physically available for review during the on-site review visit or ever (if applicable)? If not available, where is it maintained? What is the earliest date it can become available for review after the on-site review visit? Would it be feasible to mail it to USDA’s headquarters office in Washington, D.C.? If so, when could it be mailed to USDA?

Thank you in advance for your assistance.

| Item # | Documentation Requested to be Available During the Review   | Photocopy Requested | Item Disposition Statement |
|--------|---|---------------------|----------------------------|
| 1      | Agreement, Plan of Operations, and Amendments   | Photocopy           |                            |
| 2      | Performance Reports Submitted to USDA   | Photocopy           |                            |
| 3      | USDA/CCC Financial Reports Submitted to USDA  | Photocopy           |                            |
| 4      | Financial Management/Accounting/Operations Manuals  | Photocopy           |                            |
| 5      | Chart of Accounts: Please provide a written explanation as to how accounts/accounting codes relate directly to activities cited in Table F (entitled "Use of Funds") in the Performance Reports #9 submitted to FAS, and the program expense line items reported on the USDA/CCC Financial Reports #9b. | Photocopy           |                            |
| 6      | Bank Statements for Accounts Holding USDA Funds and Funds Advanced from USDA's Commodity Credit Corporation   | Photocopy           |                            |
| 7      | Print-outs of Pages from General Ledger Citing Account Totals that equate to and tie into All Line Items Reported on Table F (entitled "Use of Funds") in the Performance Reports #9.   | Photocopy           |                            |
| 8      | Print-outs of Pages from General Ledger Citing Account Totals that equate to and tie into All Line Items Reported on the USDA/CCC Financial Reports #9b.  | Photocopy           |                            |
| 9      | General Ledger/Transaction Ledger Containing Transactions Charged to Program Funds during 2016  | Photocopy           |                            |
| 10     | Invoices, Receipts, Travel Documentation, Purchase Orders, Contracts, Proof of Payments Documents, and Other Supporting Documentation Used to Support All General Ledger/Transaction Ledger Transactions Charged to Program Funds during 2016   | Photocopy           |                            |

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|-----------|--|--------------------------|--|
| <b>11</b> | Documentation to Support Program Outputs/Results as Reported on the most recently submitted Performance Report (Please provide documentation to support all measurable outputs/results as reported in the most recently submitted performance report to USDA.) | Photocopy                |  |
| <b>12</b> | Documentation to Support the Administration of the Direct Distribution Program   | N/A                      |  |
| <b>13</b> | Independent Audit Reports including OMB Single Audit Reports for 2016, if applicable   | Photocopy of all reports |  |
| <b>24</b> | Letter Containing Negotiated Indirect Cost Rate Agreement (NICRA) with the U.S. Agency for International Development (USAID) Applicable for 2016 and Calculation of NICRA Rate Applied and Charged against this Agreement for 2016                             | Photocopy                |  |
| <b>15</b> | Public Tender for Sale of Commodities  | Photocopy                |  |
| <b>16</b> | Bids Received for Sale of Commodities  | Photocopy                |  |
| <b>17</b> | Sales Contract for Sale of Commodities   | Photocopy                |  |
| <b>18</b> | Commercial Invoices for Sale of Commodities  | Photocopy                |  |
| <b>19</b> | Ocean Bills of Lading for Sale of Commodities  | Photocopy                |  |
| <b>20</b> | Landing Surveys for Sale of Commodities  | Photocopy                |  |
| <b>21</b> | Bank Deposits/Bank Account Statements of Payments Received from Sale of Commodities  | Photocopy                |  |
| <b>22</b> | Spreadsheets Summarizing Payments Received from Sale of the Commodities  | Photocopy                |  |
| <b>23</b> | Misuse, Loss and Damage Claims from Sale of Commodities Submitted to USDA  | Photocopy                |  |
| <b>24</b> | Recipient Agency Agreements  | Photocopy                |  |
| <b>25</b> | Procurement Policy/Manual  | Photocopy                |  |
| <b>26</b> | Public Solicitation of Vendors to Competitively Bid for Provision of Services/Goods  | Photocopy                |  |
| <b>27</b> | Vendor Bids Received   | Photocopy                |  |

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|-----------|---|-----------|--|
| <b>28</b> | Analysis and/or Justification of Contracts Awarded to Vendors | Photocopy |  |
| <b>29</b> | Inventory of Property Acquired with USDA Funds                | Photocopy |  |
| <b>30</b> | Dispositions/Disposals of Property Acquired with USDA Funds   | Photocopy |  |