



This policy and procedure addresses how to complete the required Specially Funded Program Certification that must accompany every request for procurement, including Purchase Orders, Request for Contract and Short-term Agreements, from a Restricted fund. This policy will result in:

- Improved compliance with agreements and regulations.
- Compliance with Accreditation Standards. (Standard III.D)
- More efficient processing of procurement requests

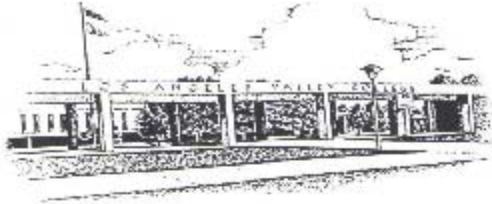
Funds that are required to be in compliance with this section of the policy are all funds **other than: 10099, 10100, 10106, 10109, 10117, 10118, 10119, 10140, 10160, 10209, 10210, 10211, 10212, 10213, 10999*

Required Documentation/Process (Restricted Funds)

All procurement requests (E.g. Purchase Order, Request for Contract or Short-term Agreement) must include a signed **Specially Funded Program Certification**. The inclusion of the Specially Funded Program Certification serves as verification by the employee charged with responsibility for the program that the request for procurement is legal and proper. This certification will improve processing time as it will reduce the amount of due diligence research that will be needed during the approval process. *(Please note that while the inclusion of the Specially Funded Program Certification will reduce the need for due diligence research it will not eliminate the need completely)*

Required Documentation/Process Example

On the following page is an example of how to complete a Specially Funded Program Certification.



LOS ANGELES VALLEY COLLEGE
ADMINISTRATIVE SERVICES

SPECIALLY FUNDED PROGRAM CERTIFICATION

Date that the Board authorized the Grant, Categorical or Other Specially Funded Program

I hereby certify that this expenditure was budgeted for and included in the agreement with _____ Program. This program was authorized by the Board of Trustees on _____ and program expenditure were authorized effective _____ through _____.

Name of Grant, Categorical or Other Specially Funded Program

Employee with responsibility for the Grant, Categorical or Other Specially Funded Program signs here.

Program Director Date

Performance period of the Grant, Categorical or Other Specially Funded Program

Make check payable to:

Name of the Vendor and amount as listed on the procurement document is entered here. This information establishes a connection between the certification and

In the amount of:

Appropriation Number:

The account that will be charged the expenditure as listed on the procurement request should be entered here.

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