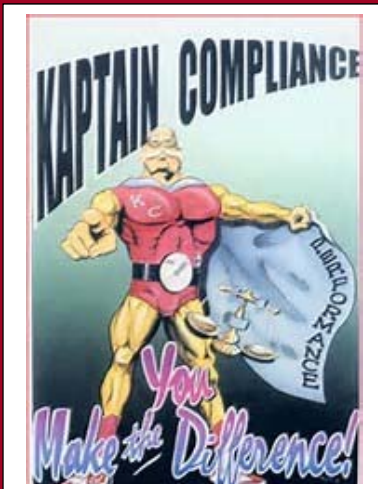


Compliance Bulletin

An Information Source for Grant Managers

IMPORTANT CHANGE TO ADMINISTRATION AND FINANCE OPERATIONS MANUAL (“AFOM”)



Better Together
I share knowledge
and encourage
collaboration to
reach common
goals.

Did you know?

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UAR) contains rules for purchases made with Federal grant dollars. LSC recently updated its Lone Star College System Administration and Finance Operations Manual (“AFOM”) to incorporate the most recent purchasing rules in the UAR.

These changes are located in Sections [5.2.3.2.1](#) and [14.2.1](#) of [Administration and Finance Operations Manual](#).

What does this mean for my grant purchases?

As of October 3, 2017, all purchases between \$3,000 and \$10,000 funded by Federal Grants require three written quotes. If only one quote is obtained, the requesting department will be required to provide additional information documenting how the price quoted was determined to be fair and reasonable.

How does this affect me?

If you are spending over \$2,999, even with a PCARD, you must obtain three quotes prior to making the purchase. The quotes should be treated just like any other backup documentation and uploaded to iStar accordingly.

Should you have any questions about whether this requirement applies to you or your grant, please inquire with your Compliance Analyst or Grant Accountant.

THE OFFICE OF GRANT MANAGEMENT AND COMPLIANCE

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**Resource Development
and Administration**