



## Documentation Quick Reference Guide State Fiscal Recovery Funds

This information is provided by the Georgia Governor's Office of Planning and Budget (OPB) to serve as an additional resource to supplement information included in the [OPB Procurement Resource Guide](#) and [Payment Request Template](#). For a full list of the procurement standards required by 2 CFR 200, please refer to the [Uniform Guidance](#). In preparation for submitting payment requests, subrecipients should be prepared to provide the following documentation to support each transaction for which you are seeking reimbursement:

- **Procurement policies:** Written policies documenting the means for how goods or services are acquired. Reference [2 CFR § 200.318\(a\)](#). State agencies should follow Procurements by States under [§ 200.317](#).
- **Solicitation package:** A detailed package meant for distribution to procure for goods or services. Common items found within package include – bid form, qualifications, specifications for requested good or service, evaluation criteria, directions how to deliver bids and due dates.
- **Publication / Advertisement:** Evidence of the publication, advertisement and / or solicitation of bids in the form of website postings, newspaper advertisements, etc.
- **Proposals / Bid packages:** Proposals from all bidders, including qualifications, scope, approach, resumes, pricing schedules and other information submitted by offerors.
- **Bid evaluations:** Quantitative and / or qualitative evaluations prepared by those charged with reviewing and scoring bid packages received from offerors.
- **Contracts and / or Purchase Orders (PO):** Terms and conditions of the agreement with awarded contractor, including schedules, pricing exhibits, amendments and other relevant documentation. Contracts and POs must include [CFR Appendix II to Part 200](#).
- **Noncompetitive procurement justification (Sole Source):** To be utilized only when certain conditions exist and must include detailed explanations of said conditions, in addition to other justifications as outlined in OPB's [Sole Source Justification Form](#). Reference [2 CFR § 200.320\(c\)](#).
- **Self-certification of increase to the micro-purchase threshold:** To be utilized only when certain conditions exist and must include detailed explanations of said conditions. Threshold may be increased from \$10,000 to \$50,000, if conditions are met. Reference [2 CFR 200.320\(a\)\(1\)\(iv\)](#).
- **Invoices:** Third party statement which lists good delivered or services rendered during the performance period. If full value of invoice is not being requested for reimbursement, subrecipients should specifically identify line items or portions being requested.
- **Payroll Registers:** A system generated report which indicates personnel salary, wages and fringes paid by the entity. Pay period should be visible to ensure within the proper grant period. Calculations for partial reimbursement, if not evident on register, should be provided to avoid delays in reimbursement. Timesheets, pay stubs and other evidence must be made available upon request.
- **Proof of Payment:** Cancelled check, bank statement, and / or an ACH authorization / remittance produced by the financial institution. Should include contractor / employee name, payment date and amount. In the event a payment includes multiple invoices paid, a pay stub listing out all invoices paid will assist in ensuring tested invoice is included within payment. Evidence of payment is required for ALL transactions sought for reimbursement. For payments made with credit cards, subrecipients will be asked to provide the credit card statements.

Please send questions to [GeorgiaGrants@rsmus.com](mailto:GeorgiaGrants@rsmus.com), and visit OPB's [Important Documents](#) website for additional resources.