

2.213 Procurement File Documentation

I. Overview

The procurement file for each purchase shall be maintained by the Fiscal Administrator in one complete file and in one location. Selective documentation or portions of the procurement file should not be kept in different files and locations.

The procurement file contains the documentation supporting the procurement action; refer to [Attachment 28 RCUH Procurement Checklist](#). Pursuant to [2 CFR § 200.318\(i\)](#), there should be sufficient documentation to detail the history of the procurement, including, but not limited to, the following: (1) rationale for the method of procurement, (2) rationale for the selection of contract type, (3) rationale for contractor selection or rejection, and (4) the basis for the contract price.

II. Responsibilities

A. Principal Investigator

The timely submission of information and documentation as requested by the Fiscal Administrator to ensure maintenance of the procurement file.

B. Fiscal Administrator

Maintain the procurement file.

III. Relevant Document

[Attachment 28 RCUH Procurement Checklist](#)

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