

ACTION/DOCUMENT	RESPONSIBLE
I. AUTHORIZATION FOR PURCHASE OF NON US VEHICLES	
<i>☞ Formal request to the AO/CO through the AOR/COR:</i>	PARTNER
<ul style="list-style-type: none"> Instrument number under which the vehicles proposed for purchase will be financed, i.e. contract/grant/cooperative agreement/task order 	
<ul style="list-style-type: none"> Name of purchaser, i.e. contractor/grantee or subcontractor/subgrantee 	
<ul style="list-style-type: none"> Program/project title (if appropriate) and recipient country/countries 	
<ul style="list-style-type: none"> Number, type, make and model of the vehicles proposed for purchase and the cost of the vehicles 	
<ul style="list-style-type: none"> Manufacture location of the vehicles proposed for purchase 	
<ul style="list-style-type: none"> Source of the vehicles proposed for purchase 	
<ul style="list-style-type: none"> Copies of all proformas obtained 	
<ul style="list-style-type: none"> Appropriate delegation of authority cite from ADS for approval of source/manufacture waivers 	
<ul style="list-style-type: none"> The special circumstances justifying the purchase and supporting documentation from the contractor/recipient 	
<ul style="list-style-type: none"> Reviews the accuracy of the documentation 	AOR/COR
<ul style="list-style-type: none"> Checks if these expenses are included in the budget 	
<ul style="list-style-type: none"> Highlights the section of the budget 	
<ul style="list-style-type: none"> Sends all the documentation to RAAO with concurrence and justification. 	
<ul style="list-style-type: none"> Reviews of the documentation sent by AOR/COR 	A&A specialist
<ul style="list-style-type: none"> Prepares a memo to AO/CO based on the justification/documentation received 	
<ul style="list-style-type: none"> Approval/disapproval 	CO/AO

II. AUTHORIZATION TO APPROVE SUB GRANTS/CONTRACTS

 <i>Formal request to the AO/CO through the AOR/COR:</i>	PARTNER
• Submission of names of sub-recipients/subcontractor **	
• Grant amount/Sub-Contract amount	
• PD of the grant / Statement of Work for contract	
• Justification for choosing that specific/NGO/entity/organization	AOR/COR
• Review of the documentation	
• Check if within scope and is appropriate for the proposed activity	
• Check if the amount of the grant/contract is within budget	
• Check if these subagreements were part of the workplan/any document discussed/approved with/by the tech team.	A&A specialist
• Send all the documentation to RAAO with concurrence and justification.	
• Review of the documentation sent by AOR/COR	
• Performs a search of the Excluded Parties List System (EPLS)	CO/AO
• Prepares a memo to AO/CO based on the justification/documentation received	
• Approval/disapproval	

****NOTE : The names of the Sub-Grantees are normally submitted and approved at the time of submittal of final applications unless they have not been identified. The names would then reflect in the award. Only in case of change in Sub-grantee or newly identified ones will this authorization be required.**

III. INCREMENTAL FUNDING

☞ Formal request to the AO/CO through the AOR/COR	
• Pipeline analysis	Partner
• Requisition (GLAAS), inclusive of pre-obligation checklist	AOR/COR
• Pull last Quarterly accruals from file	
• Verify Cost-share is being met (can reduce the incremental funding amount)	
• Reviews and analyzes all above documents for accuracy	Financial Analyst
• Provides comments on relevant issues or concerns	
• PHOENIX Obligation by Contract report generated	A&A specialist
• Check the procurement plan if action is listed /revises	
• Performs check in the Excluded Parties List System (EPLS)	
• Reviews supporting docs - ensures \$\$ in line with expected performance period	
• Undertakes the action in the GLAAS (cost analysis, neg memo)	
• Route to CO/AO for Review-Courtesy Copy → Approval	
• Approval → Obligated funds / Disapproval (returned to Partner/AOR/COR)	CO/AO

IV. BUDGET REALIGNMENT

<p>☞ <i>Formal request to the AO/CO through the AOR/COR:</i></p>	PARTNER
<ul style="list-style-type: none"> • Submission of current and proposed revised budget 	
<ul style="list-style-type: none"> • Attach budget narrative/notes 	
<ul style="list-style-type: none"> • Pipeline analysis 	AOR/COR
<ul style="list-style-type: none"> • Review of the documentation (allowable and allocable proposed expenses) 	
<ul style="list-style-type: none"> • Pull award for last approved budget (verify Cost-share line) 	
<ul style="list-style-type: none"> • Pull last Quarterly accruals 	
<ul style="list-style-type: none"> • Requisition (GLAAS),(pre-ob checklist, both budgets, correspondence) 	Financial Analyst
<ul style="list-style-type: none"> • Send all the documentation to RAAO with concurrence and justification. 	
<ul style="list-style-type: none"> • Reviews and analyzes all above documents and clears action 	A&A specialist
<ul style="list-style-type: none"> • Provides comments on relevant issues or concerns 	
<ul style="list-style-type: none"> • Review of the documentation sent by AOR/COR 	CO/AO
<ul style="list-style-type: none"> • Performs a search of the Excluded Parties List System (EPLS) 	
<ul style="list-style-type: none"> • Undertakes the action in the GLAAS (cost analysis, neg memo) 	
<ul style="list-style-type: none"> • Prepares a memo to AO/CO based on the justification/documentation received 	
<ul style="list-style-type: none"> • Approval → Obligated funds / Disapproval (returned to Partner/AOR/COR) 	

V. APPROVAL FOR POSITIONS/SALARY/DAILY RATES

 <i>Formal request to the AO/CO through the AOR/COR:</i>	
<ul style="list-style-type: none"> Submits Bio-Data Sheet** and Resume/CV for proposed individual Request includes Position, daily/yearly amount proposed Justification for choosing that specific individual 	PARTNER
<ul style="list-style-type: none"> Checks award to verify if position/rate are budgeted, allowable and allocable Reviews the documentation for qualifications and within approved rate Send all the documentation to RAAO with concurrence and justification. 	AOR/COR
<ul style="list-style-type: none"> Review of the documentation sent by AOR/COR for inconsistencies Performs a search of the Excluded Parties List System (EPLS) Performs calculations for cost reasonableness and comparison of budget Prepares a memo to AO/CO based on the justification/documentation received 	A&A specialist
<ul style="list-style-type: none"> Approval/disapproval (return to Partner/AOR/COR) 	CO/AO

APPLIES to Acquisition: Bio-Data sheets are necessary for approvals during award administration

VI. APPROVAL FOR INTERNATIONAL TRAVEL

 <i>Formal request to the CO through the COR:</i>	
<ul style="list-style-type: none"> Request includes name, itinerary, trip cost for proposed individual(s) Request includes purpose and award reference of trip 	PARTNER
<ul style="list-style-type: none"> Checks award - verify that travel was budgeted, is allowable and allocable Reviews the documentation submitted / determines if within approved amount Send all the documentation to RAAO with concurrence and justification. 	AOR/COR
<ul style="list-style-type: none"> Review of the documentation sent by AOR/COR for inconsistencies Performs calculations for cost reasonableness and comparison of budget Prepares a memo to AO/CO based on the justification/documentation received 	A&A specialist
<ul style="list-style-type: none"> Approval/disapproval (return to Partner/AOR/COR) 	CO/AO

- International Travel & Transportation Standard provision (1999)

Please note that: (1) if the approved award budget has detailed trip information (individuals or positions, cost, city pairs), it is not necessary to request an authorization for that/those particular trips.

(2) if an implementation/work plan has been **approved and RAAO** **has copies** of this in the official file which includes detailed trip information, it is not necessary to seek further authorization.

(3) If items 1 or 2 exist, and any USAID staff is required to provide input, support, logistics, ect. to the travel, **prior authorization is required**. In all other conditions that cost in the budget reflects **a global amount and not clearly identified**, approval of the travel is necessary. The same would hold true if new travel has been identified or # of travellers has increased, approval needs to be obtained prior to travel.

As for Assignment to Post, R&R and Repatriation – when there is a change in the budget year of the trip (curtail , evacuation, extension, ect.), change in city pairs, actual cost – it is necessary to obtain approval, as this will affect the overall program budget. If it does not affect it in the original year, then unlikely it will in prior or subsequent years of the award.

At the earliest practical time, a budget realignment needs to occur to capture the new expenses. Until that time, the authorization letter and any revised/approved workplans will be placed in the award file as proof of the authorization.