



Policy: Debarment or Suspension Review of Vendors

Submitted By : John Durham

Financial Affairs Department
Procurement Policies and Procedures

Approved: 3/13/2011

Policy

The University will review all grant purchases to verify that purchases will not be made against vendors that are on the Debarment or Suspension list supplied by the Government.

Procedure

Procurement Office

The Procurement Department will review all requisition requests submitted for all grant accounts to make sure the vendor is not on the debarment list. This list is available at - <https://www.epls.gov/>.

Procurement will ensure that all requisitions processed through its office for grant accounts are not processed to any of these vendors. Procurement will search the EPLS site for the name listed on the requisition. If a match is found, Procurement will notify ORSP directly and will not process the requisition. All results of searches will be attached to the filed paperwork for verification of search.

ORSP

Orders placed by the Principal Investigators or their authorized delegates directly (i.e. credit card) to equipment, supplies, or travel-related vendors will perform the check against the list noted above, on their own behalf. The result of the search will be attached to all paperwork for review. Results will either be attached to the monthly credit card statements, or directly to the request for reimbursement or request for invoice payments