### **R5 Procurement Flow**

Last Revised: 09/30/2023 FOR INTERNAL USE ONLY

#### **Special Funding Request**

If additional funding is available and state allows for requests\*.

\*Submit requests- due Sept

#### **Grant Budget (12 months)**

Divided into 2 contracts

- July-Sept (3 months w/ 25% of grant allocation)
- October-June (9 months w/ 75% of grant allocation)

\*\*unspent funds from the 3-month contract will roll over in amendment into the 9-month contract\*\*

#### **Budget Period Template**

Approved by Planning Board

## Implementation Requests/ Reallocation Planning Board Approval

Completed by R5HCC Coordinator or **approved** proxy. Must align with BP ASPR work plan & grant requirements.

### Purchase Request from committees/partners

Submitted to R5HCC coordinator or approved proxy. Presented to Planning Board for approval or denial (if approval implementation to be completed)

# Fiduciary Approval for purchases

Less than \$5000 More than \$5000 Implementation Requests signed by
Planning Board chair (or proxy) and sent to
fiduciary rep for budget/contract
compliance & signature. Then sent to state
for approval- ensuring purchase(s) align
with ASPR work plan goals/ grant
requirements.

Signatures by Planning Board Chair (or Proxy) & Fiduciary within 10 business days

#### Purchase(s) Less than \$5000

Fiduciary Representative approval Purchase(s) Greater than \$5000

Grant Authorized Official Once approved at the state level, purchase(s) are acquired by R5HCC coordinator or **approved** proxy and entered into R5HCC inventory. Planning Board is updated on financial report monthly.

If denied by fiduciary, written documentation required within 10 business days. If no documentation is acquired, communications move to the state level.