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Sections A-D must be provided, including signature, for each proposal submission. Institutional Profile Data (Sections E - G) must be on file with DAWID within the past year before any subaward can be issued. The Institutional Profile may be provided at the time of proposal, but in all cases will be needed prior to issuance of any subaward.



- x Do you have a financial management system that provides for the control and accountability of project funds, property, and other assets? Yes No
- x Are duties separated so that no one individual has complete authority over an entire financial transaction?
 Yes No
- x Do you have a formal written travel policy? Yes No
- x Do you have a formal written purchasing/procurement policies and procedures? Yes No
- x Do you maintain an inventory of government property that identifies purchase date, cost, vendor, description, serial number, location and ultimate disposition of the property? Yes No
- x Has the Subrecipient administered federal pass thru funds in the past? Yes No (If "Yes",
 how many agreements and what has total award volume been within the most recent three years?)
- x Does the Subrecipient have staff to administer the funds who fully understand the federal requirements for

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