

Questions to Answer When Developing and Preparing to Purchase Outreach, Advertising, and Informational Items

1. Does the cost conform to any limitations or exclusions set forth in the Federal cost principles, Federal laws, terms and conditions of grant award, or the governing regulations?
2. What's the intent or purpose of the item purchased? And who will benefit from the item or event? Can the items be intended solely for personal use?
3. Are the costs reasonable and appropriate?
4. How is the activity necessary for the grant? What would happen if you did not offer this item, activity or event?
5. What programs, services and organizations will be identified?
6. What funding source(s) will be used to pay for it?

