

# SAM and OFAC Check Instructions

These instructions demonstrate how to conduct the System for Award Management (SAM) and Office of Foreign Assets Control (OFAC) checks and record the date the SAM/OFAC checks were performed.

**Note:** Recording the date is a necessary step that enables auditors (and others) to verify that the check was performed before the contract was awarded.

Per Appendix 32 of the *State of Texas Procurement and Contract Management Guide*, the SAM check printout cannot be dated more than seven calendar days prior to the date the contract was awarded.

Use Google **Chrome** as your internet browser to avoid technical issues.

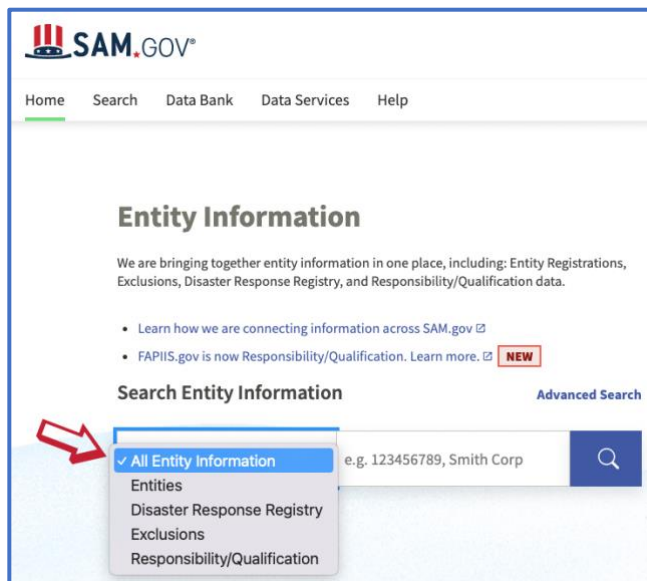
1. Go to [SAM.gov](https://sam.gov)
2. [Sign in on your Sam.gov account](#) (or create an account and then sign in).

**Note:** Users must [create a Sam.gov account](#) and sign in to be able to search for an entity and get the results.

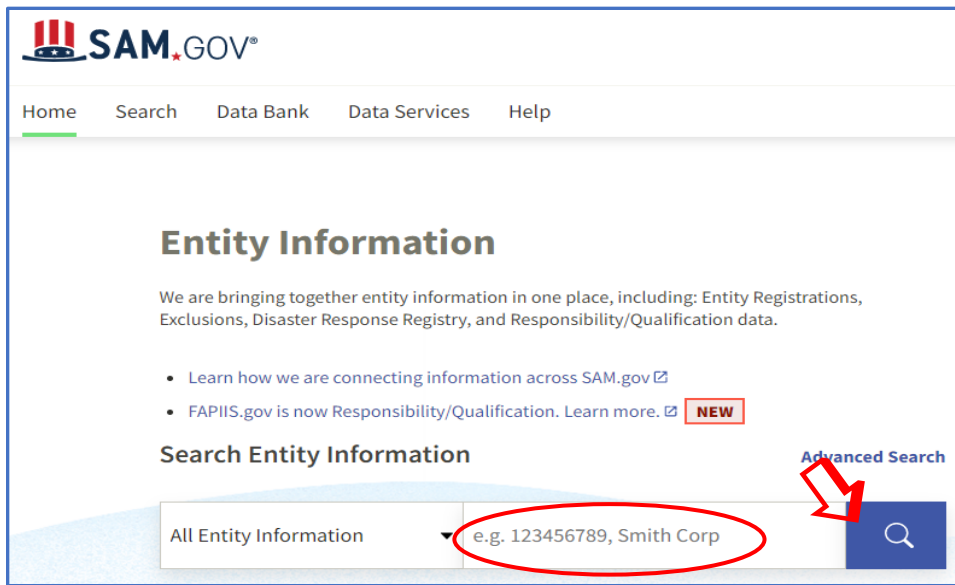
3. Click the **Home** tab.
4. In the main area/menu, select **Entity Information**.



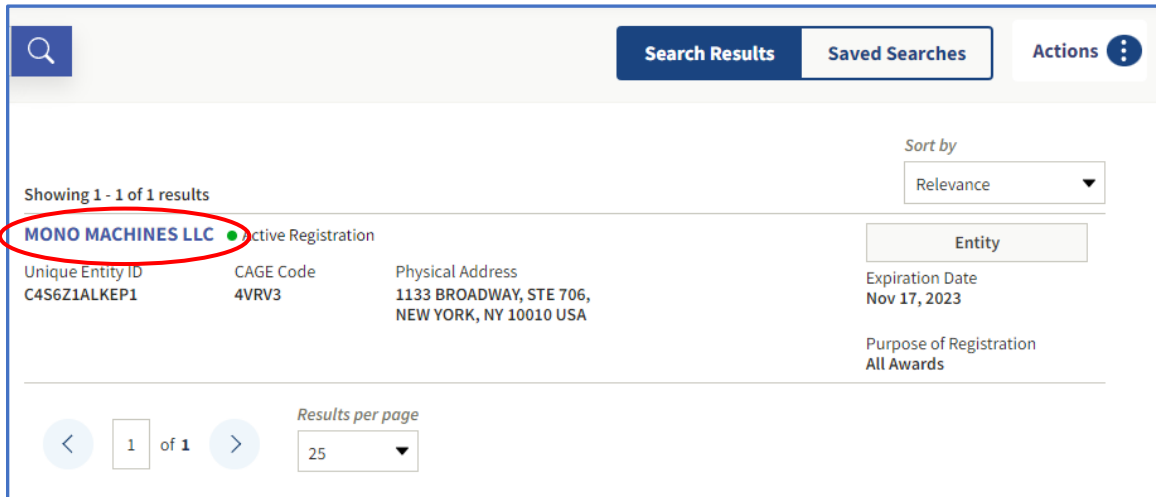
5. On the Entity Information page, select **All Entity Information** in the drop-down menu.



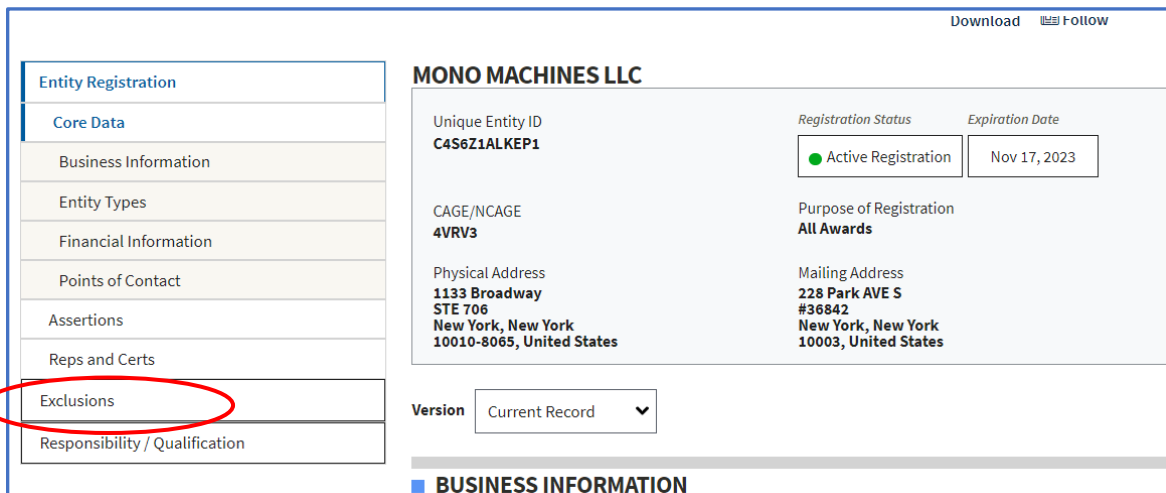
6. Enter the name of the vendor in the search box and click the search icon.



7. On the search results page, click the name of the vendor.



8. Select **Exclusions** in the left menu.



The active and inactive exclusions results are displayed.

Entity Registration  
Exclusions  
Active Exclusions  
Inactive Exclusions  
Responsibility / Qualification

**MONO MACHINES LLC**

Unique Entity ID  
**C45e21ALKEP1**

Registration Status  
**Active Registration**

Expiration Date  
**Nov 17, 2023**

CAGE/NCAGE  
**4VRV3**

Purpose of Registration  
**All Awards**

Physical Address  
**1133 Broadway  
STE 706  
New York, New York  
10010-8065, United States**

Mailing Address  
**228 Park AVE S  
#36942  
New York, New York  
10003, United States**

Version  
Current Record

There may be instances when an individual or firm has the same or similar name as your search criteria, but is actually a different party. Therefore, it is important that you verify a potential match with the excluding agency identified in the exclusion's details. To confirm or obtain additional information, contact the federal agency that took the action against the listed party. Agency points of contact, including name and telephone number, may be found by navigating to the Agency Exclusion POCs page within Help.

**ACTIVE EXCLUSIONS**

There are no active exclusion records associated to this entity by its Unique Entity ID.

**INACTIVE EXCLUSIONS**

There are no inactive exclusion records associated to this entity by its Unique Entity ID.

### Search Results:

- **Active exclusions** — agencies may not do business with this vendor (with limited exceptions set forth in Executive Order 13224).
- **No active exclusions** — this vendor is **currently** not on the SAM or OFAC lists.
- **No inactive exclusions** — this vendor was also not on the SAM or OFAC lists in the **past**.
- Some **inactive exclusions** — the system displays an **expiration date** for the exclusions.

### Printing:

1. Right click the mouse and select **Print**.
2. Set the Destination to **Save as PDF**.
3. Select the **More settings** drop-down menu.
4. For **Options**, make sure the **Headers and footers** selection has a checkmark (this will save the file with a date and time stamp).
5. Click **Save**.
6. Save file with the desired file name and destination.

**Warning:** If you select the **Download** option to save the search file instead of the **Print** option, the search results will not have the date and time stamp. This may result in an audit finding, as there will be no proof of the date when the SAM/OFAC checks were conducted.

Print 2 pages

Destination Save as PDF

Pages All

Layout Portrait

More settings

Paper size Tabloid

Pages per sheet 1

Margins Default

Scale Default

Options  Headers and footers  Background graphics

Print using system dialog... (⌘#P)

Open PDF in Preview

Cancel Save