

Micro-Purchase Log for Fiscal Year _____

Use this form to record one-time purchases when Micro-Purchasing is used as the method of procurement.

Date of Purchase	Contractor/ Supplier Name, Address <i>(must show effort to vary suppliers)</i>	Product(s) and/or Service(s) Purchased <i>(Quantity and Description)</i>	Unit Price for Each Item	Total Aggregate Cost	Rational for Using Micro- Purchase and Method Used to Determine that Cost of Each Item Is Reasonable <i>(Attach Relevant Documentation)</i>

Signature of Person Completing This Form:

Date:

Directions: Micro-Purchase Log

Purpose: This tool is intended to track aggregate single purchases of less than or equal to \$10,000 (or other established micro-purchase threshold). This type of tool also helps the Sponsor to maintain the documentation required to demonstrate compliance with the micro-purchase regulations.

Directions:

Sponsor Name: Record the name of the Sponsor in designated space.

Fiscal Year: Record Federal fiscal year during which the micro-purchase was made.

Date of Purchase: Record the date of micro-purchase in the designated space.

Contractor/Supplier Name, Address: Record the name and address of the contractor or supplier in the designated space. Sponsors are required to spread micro-purchases among a variety of contractors or suppliers.

Product(s) and/or Service(s) Purchases (Quantity + Description): List the product(s) and/or service(s) included in the aggregate total for this purchase in the designated space.

*For Example: 12 gallons of 1% white milk
18 pkgs (packages) of 8 count whole grain rich hamburger buns*

Unit Price for Each Item: Record the amount of each unit purchased in the designated space.

Total Aggregate Cost: Record the amount of total aggregate cost for the invoice/receipt in the designated space. The Sponsor must also retain the invoice/receipt for this purchase with this form or with other procurement documents and/or financial records.

Rationale for Using Micro-Purchase Method & Method Used to Determine That Cost of Each Item Is Reasonable: Record a descriptive statement that explains (1) why the micro-purchase method is the most suitable procurement method for the purchase and (2) what method the Sponsor used to ensure that the cost of the product(s) and/or service(s) was reasonable in the designated space.

[NOTE: Sponsors are prohibited from breaking larger purchases into smaller purchases in order to circumvent the procurement requirements for the small purchase method or formal purchase methods. This practice will result in the reclaim of Federal funds as it violates the requirement for micro-purchases]

If the Sponsor is located in a remote area and does not have access to a variety of contractors or suppliers, the person completing the form should add a note about this situation in this space to explain this limitation in the designated space.

Signature of Person Completing This Form: Ensure that the person contacting the contractors/suppliers and completing the form signs the form in the designated space.

Date: Record the date the person completing the form signs the completed form in the designated space. Attach additional documentation as appropriate to this form.