**Micro-Purchase Log**

(Use this form for purchases with a total cost equal to or less than $10,000 or a TDA-approved self-certification amount when the micro-purchase option is the method of procurement.)

<table>
<thead>
<tr>
<th>Date of Purchase</th>
<th>Vendor/ Supplier Name, Address</th>
<th>Product(s) and/or Service(s) Purchased (Quantity + Description)</th>
<th>Unit Price for Each Item</th>
<th>Total Cost</th>
<th>Reason for Using Micro-Purchase &amp; the Method Used to Determine That the Cost of Each Item Is Reasonable (Attach Relevant Documentation)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Signature of Authorized Representative of the CE:**

I attest that this information is true, accurate, and complete to the best of my knowledge.

__________________________  ____________________________
Signature                                      Date:
Directions: Micro-Purchase Log

**Purpose**
This tool is intended to serve as a log for informal micro-purchases—single purchases of less than or equal to $10,000 or a TDA-approved self-certification amount. This type of tool also helps the contracting entity (CE) to maintain the documentation required to demonstrate compliance with the micro-purchase regulations.

All micro-purchases must comply with federal, state, and local procurement requirements. See the following for information on compliant procurement and micro-purchases.


**Directions:**

<table>
<thead>
<tr>
<th>CE Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contracting Entity (CE) Name:</strong> Record the name of the CE in the designated space.</td>
</tr>
<tr>
<td><strong>CE Identification Number (CE ID):</strong> Record the CE’s ID number in the designated space.</td>
</tr>
<tr>
<td><strong>Program Year:</strong> Record the Program year for the procurement year in the designated space.</td>
</tr>
<tr>
<td><strong>Date of Purchase:</strong> Record the date of micro-purchase in the designated space.</td>
</tr>
<tr>
<td><strong>Vendor/Supplier Name, Address:</strong> Record the vendor or supplier name and address in the designated space. CEs are required to spread micro-purchases among a variety of vendors or suppliers.</td>
</tr>
<tr>
<td><strong>Product(s) and/or Service(s) Purchases (Quantity + Description):</strong> List the product(s) and/or service(s) included in the total for this purchase in the designated space.</td>
</tr>
<tr>
<td>For Example: 5 gallons of 1% white milk</td>
</tr>
<tr>
<td>3 pkg (packages) of 8-count hamburger buns</td>
</tr>
<tr>
<td><strong>Unit Price for Each Item:</strong> Record the amount of each unit purchased in the designated space.</td>
</tr>
<tr>
<td><strong>Total Cost:</strong> Record the amount of total cost for the invoice/receipt in the designated space.</td>
</tr>
</tbody>
</table>

The CE must retain the invoice/receipt for this purchase.  

[NOTE: While a canceled check and a debit card bank statement are appropriate secondary support documentation, they do not serve as a business invoice or receipt.]

**Use This Form**

<table>
<thead>
<tr>
<th>Frequency</th>
<th>As needed but intended to track a one-year cycle of purchases.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Form Format</td>
<td>Not required.</td>
</tr>
<tr>
<td>Record Retention</td>
<td>Public and charter schools are required to keep documentation related to school nutrition programs for five years.</td>
</tr>
<tr>
<td></td>
<td>Private schools; independent child or adult care centers; sponsors of day care homes, childcare centers, or adult day care centers; nonprofit sponsors of summer meals sites; and residential childcare institutions (RCCIs) are required to keep documentation for three years.</td>
</tr>
</tbody>
</table>
Reason for Using Micro-Purchase Method & the Method Used to Determine That the 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 CE used to ensure that the cost of the product(s) and/or service(s) was reasonable in the designated space.

[NOTE: CEs must not break larger purchases into small purchases to circumvent the procurement requirements for the small purchase method or formal purchase methods.]

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

Signature of Authorized Representative of the CE: Ensure that the authorized representative of the CE contacts the vendors/suppliers to complete the form and sign 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.