

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.)

CE Name: _____

CE ID: _____

Program Year: _____

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

Signature of Authorized Representative of the CE: _____

Date: _____

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

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.

- School Nutrition Programs: *Administrator’s Reference Manual, Section 17, Procurement.*
- Community Programs: *Complete CACFP Handbook, Section 7000, Financial Management and TDA Supplemental SFSP Handbook, Chapter 6, Procurement and Bid Procedures.*

Directions:

CE Information

Contracting Entity (CE) Name: Record the name of the CE in the designated space.

CE Identification Number (CE ID): Record the CE’s ID number in the designated space.

Program Year: Record the Program year for the procurement year in the designated space.

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

Vendor/Supplier Name, Address: 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.

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

*For Example: 5 gallons of 1% white milk
 3 pkg (packages) of 8-count hamburger buns*

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

Total Cost: Record the amount of total cost for the invoice/receipt in the designated space.

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	
Frequency	As needed but intended to track a one-year cycle of purchases.
Required Form Format	Not required.
Record Retention	Public and charter schools are required to keep documentation related to school nutrition programs for five years. 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.

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.