

## Micro-Purchase Log

*Use this form for CSFP and TEFAP purchases with a total aggregate cost of equal to or less than \$10,000 when the micro-purchase option is the method of procurement.*

**Contacting Entity (CE) Name:** \_\_\_\_\_

**Procurement Year:** \_\_\_\_\_

Date of Purchase	Contractor/Supplier Name, Address	Product(s) and/or Service(s) Purchased <i>(Quantity + Description)</i>	Unit Price for Each Item	Total Aggregate Cost	Rational for Using Micro-Purchase & 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 serve as a log for micro-purchases— aggregate single purchases of less than or equal to \$10,000.<sup>1</sup> This type of tool also helps the contracting entity (CE) to maintain the documentation required to demonstrate compliance with the micro-purchase regulations.

Use This Form	
<b>Frequency</b>	As needed, but intended to track a one year cycle.
<b>Required Form Format</b>	Not required.
<b>Record Retention</b>	CEs are required to keep documentation for three years.

### Directions:

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

**Procurement Year:** Record fiscal year for the procurement year in the designated space.

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

**Contractor/Supplier Name, Address:** Record contractor or supplier name and address in the designated space. CE's 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: Fuel for delivery trucks  
Office supplies*

**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 CE must also retain the invoice/receipt for this purchase with this form or with other financial records as determined by the CE's financial management system.

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

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<sup>1</sup> Effective January 1, 2019, the micro-purchase threshold increased from \$3,500 to \$10,000. The increased micro-purchase threshold is only applicable to those procurements conducted on or after January 1, 2019.

**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 CE used to ensure that the cost of the product(s) and/or service(s) was reasonable.

*NOTE: CEs must not break larger purchases into micro purchases in order 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 contractors or suppliers, the person completing the form needs to add a note about this situation in this space to explain this limitation.

**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.