Micro-Purchase Log

(Use this form for purchases with a total aggregate cost of equal to or less than $10,000 (effective January 1, 2019) when the micro-purchase option is the method of procurement.)

<table>
<thead>
<tr>
<th>CE Name: ____________________________</th>
<th>CE ID: ________</th>
<th>Procurement Year: ____</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Purchase</td>
<td>Contractor/Supplier Name, Address</td>
<td>Product(s) and/or Service(s) Purchased (Quantity + Description)</td>
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</tbody>
</table>

Signature of Person Completing This Form: ____________________________________________  Date: ________________________________
Directions: Micro-Purchase Log

Purpose
This tool is intended to serve as a log for informal micro-purchases—aggregate single purchases of less than or equal to $10,000.1 This type of tool also helps the contracting entity (CE) to maintain the documentation required to demonstrate compliance with the micro-purchase regulations.

Directions:

**CE Information**

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

**CE Identification Number (CE ID):** Record the CE’s ID number in the 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: 5 gallons of 1% white milk 3 pkgs (packages) of 8 count 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 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: While 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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1 Effective 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 in the designated space.

[NOTE: CEs must not break larger purchases into small 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 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.