Micro-Purchase Log

Use this form for purchases with a total cost equal to or less than the federal $15,000 threshold, an internal micro-purchase threshold more restrictive than the federal limit (Enter internal threshold:_____); or a TDA-approved self-certification amount when the micro-purchase option is the method of procurement (Enter approved threshold:_____).

Organization Name: _____ **Organization ID:** _____ **Program Year:** _____

Date of Purchase	Vendor/ Supplier Name, Address	Product(s) and/or Service(s) Purchased *(Quantity + Description)*	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, and Any Other Relevant Information/Justification *(Attach Relevant Documentation)*

Signature of Authorized Representative of the Organization:

Date:

I attest that this information is true, accurate, and complete to the best of my knowledge and that all procurements listed complied with federal, state, and local regulations.

_____ _____

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 the $15,000 federal threshold, an internally imposed micro-purchase threshold of less than $15,000, or a TDA-approved self-certification amount.[1] This type of tool also helps the contracting organization 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, including that micro-purchases be distributed among various qualified vendors. 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*.

Use This Form	
Frequency	As needed but intended to track a one-year cycle of purchases.
Required Form Format	Not required. Organizations may add columns and fields as necessary to document additional information, such as the impacted school/site/provider.
Record Retention	Public and charter schools are required to keep documentation related to school nutrition programs for five years after the current Program Year. Private schools; independent child, At-risk, or adult care centers; sponsors of day care homes, childcare centers, At-risk sites, or adult day care centers; nonprofit sponsors of summer meals sites; and residential childcare institutions (RCCIs) are required to keep documentation for three years following the current Program Year unless under audit. Refer to the applicable Program Handbook for any exceptions to the retention requirements listed above.

Directions:

Contracting Organization Information

Organization Name: Record the name of the contracting organization in the designated space.

Organization Identification Number (ID): Record the contracting organziation'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. Contracting organizations 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.

[1] Note that TDA will not monitor compliance with internally imposed thresholds and will only issue findings if the micro-purchase exceeds the federal threshold or TDA-approved self-certification amount.

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

The organization 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.]

Reason for Using Micro-Purchase Method, the Method Used to Determine That the Cost of Each Item Is Reasonable, and Any Other Information/Justification:

Record a descriptive statement that explains

1. Why the micro-purchase method is the most suitable procurement method for the purchase

2. The specific method the organization used to ensure that the cost of the product(s) and/or service(s) was reasonable in the designated space. For example:
    a. Prior pricing
    b. Online comparison
    c. Shelf pricing

[NOTE: Organizations must not break larger purchases into small purchases to circumvent the procurement requirements for the small purchase method or formal purchase methods. For example, if an organization requires a certain good or service costing $18,000, it cannot make two single purchases of $9,000 to circumvent using the small purchase method.]

3. The organization can use this field to provide any other information, such as justification or explanation for repeat uses of the same vendor (for example, if the organization is located in a remote area and does not have access to a variety of vendors or suppliers).

Signature of Authorized Representative of the Organization: Ensure that the authorized representative of the contracting organization signs the form as certification that the procurement complied with federal, state, and local regulations.

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, as necessary.