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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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**  *(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**  *(Attach Relevant Documentation)* | | |
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| **Signature of Authorized Representative of the CE:** *I attest that this information is true, accurate, and complete to the best of my knowledge.* | | | | | | | | | | **Date:** |  |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | **\_\_\_\_\_\_\_\_\_\_\_** |  |
|  | | |  | | |  | | | | |  |

**Directions: Micro-Purchase Log**

**Purpose**

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| --- | --- |
| **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. |

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.]*

**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.**