**Micro-Purchase Log for [Insert SFA Name]**

**Fiscal Year \_\_\_\_\_\_**

The micro-purchase log can be used to document purchases with a total aggregate cost of equal to or less than $10,000 (2 CFR 200.320(a)) when the micro-purchase method of procurement is used.(e.g., school garden produce, specialty products, etc). Prices must be reasonable, and purchases must be distributed equitably among qualified suppliers. Keep invoices or receipts associated with each purchase for three years plus the current fiscal year.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Purchase** | **Supplier Name, Address**  *(Must equitably distribute among qualified suppliers)* | **Product(s) and/or Service(s) Purchased**  *(Description)* | | **Unit Price for Each Item** | | **Quantity** | **Total Aggregate Cost** | **Rationale for using micro-purchase method including determination of reasonable price**  *(Attach relevant documentation)* | | | **Product meets Buy American Requirements** *(Yes/No/Exception)* | **Local?**  (Yes/No) |
|  |  |  | |  | |  |  |  | | |  |  |
|  |  |  | |  | |  |  |  | | |  |  |
|  |  |  | |  | |  |  |  | | |  |  |
|  |  |  | |  | |  |  |  | | |  |  |
|  |  |  | |  | |  |  |  | | |  |  |
|  |  |  | |  | |  |  |  | | |  |  |
|  |  |  | |  | |  |  |  | | |  |  |
|  | | | | | | | | | |  |  |  |
| **Signature of person completing this form:** | | | | | | | | | **Date:** |  |  |  |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |  |
|  | | |  | |  | | | | |  |  |  |