**Procurement Planning: Micro-Purchase Worksheet**

|  |  |
| --- | --- |
| **Grantee:** | Click or tap here to enter text. |
| **Completed by:** | Click or tap here to enter text. |
| **Item/Service to Procure:** | Click or tap here to enter text. |
| **Date of Review:** | Click or tap to enter a date. |

|  |  |
| --- | --- |
| **Supplier:** | Click or tap here to enter text. |
| **Price of Item/Service to Procure:*** Must be below the Micro-Purchase Threshold (currently $10,000). (2 CFR 200 §200.320 (a)(1)(i))
 | $ |

|  |
| --- |
| * Purchases should be distributed equitably among vendors. (2 CFR 200 §200.320 (a)(1)(i))
* No Federal clauses are required. (4420.1F Chapter VI, Section 3.a.(1))
* Exempt from FTA Buy America requirements. (4420.1F Chapter VI, Section 3.a.(1))
 |

|  |  |  |
| --- | --- | --- |
|  | **True** | **False** |
| The procurement size is not reduced to avoid requirements of larger procurements? (4420.1F Chapter VI, Section 3.a.(2)(b)) |[ ] [ ]
| The price of the item/service is determined to be fair and reasonable? (2 CFR 200 §200.320 (a)(1)(ii)) |[ ] [ ]

|  |
| --- |
| The item/service price is determined to be fair and reasonable based on the following reasons (check one or more and attach any documentation). (2 CFR 200 §200.320 (a)(1)(ii)) |
|[ ]  Previous purchase history. |
|[ ]  Observed prices in marketplace. |
|[ ]  Obtained from current price/catalogue list. |
|[ ]  Commercial market sales price from advertisements. |
|[ ]  Personal knowledge of item procured. |
|[ ]  Regulated rate (utility) |
|[ ]  Other, specify: Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **N/A** | **True** | **False** |
| Is this a construction contract/job purchase exceeding $2000?* If yes, Davis-Bacon prevailing wage requirements apply. Documentation of prevailing wage requirements being met in execution of job is required (see https://sam.gov/). Also, contracts require certified payrolls and audits. (4420.1F Chapter VI, Section 3.a.(2)(c))
 |[ ] [ ] [ ]
| * If yes, Copeland Anti-Kick Act provisions apply. Clause required that prohibits any giving up of any part of employee compensation for construction projects.
 |[ ] [ ] [ ]
| The item/service will be purchased with a purchase card and there are purchase card procedures documented and approved by the authorized personnel of the grantee? (2 CFR 200 §200.320 (a)(1)(ii)) |[ ] [ ] [ ]