**Procurement Planning: Micro-Purchase Worksheet**

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| **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. |

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| **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)) | $ |

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| * 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)) |

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|  | **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)) |  |  |

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| 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. |

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|  | **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)) |  |  |  |