Micro-Purchase Log for NAME OF SFA

School Year **\_\_\_\_\_\_**

Use this form to record one-time purchases with a total aggregate cost equal to or less than $10,000 when the micro-purchase option is used as the method of procurement.

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| **Date of Purchase** |  **Supplier Name, Address***(must show effort to vary suppliers)* | **Product(s) and/or Service(s) Purchased** *(Quantity and Description)* | **Unit Price for Each Item** | **Total Aggregate Cost** | **Rational for Using Micro-Purchase and Method Used to Determine that Cost of Each Item Is Reasonable***(Attach Relevant Documentation)* |
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| **Signature of Person Completing This Form:** | **Date:** |  |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
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