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.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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)* | | |
|  |  |  | |  | |  |  | | |
|  |  |  | |  | |  |  | | |
|  |  |  | |  | |  |  | | |
|  |  |  | |  | |  |  | | |
|  | | | | | | | | |  |
| **Signature of Person Completing This Form:** | | | | | | | | **Date:** |  |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
|  | | |  | |  | | | |  |