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MICRO PURCHASE DOCUMENTATION FORM

1. Recipient Information

Date: _____

School District Name: _____

Contact: _____ Phone: _____ EXT: _____

Address: _____ email: _____

City: _____ Zip Code: _____

2. Micro Purchase Description

Vendor Name	Item/Service Description	Unit Price	Quantity	Total Price

3. Price Determination & Required Certification

I hereby determine the price to be fair and reasonably based on at least one of the following:

Found reasonable on recent purchase	Personal knowledge of item cost	Other:
Obtained from current price list	Commercial market sale price	
Obtained from current catalog	Regulated rate	

Equitable Distribution & Fair and Reasonable Price Determination

I, _____ certify that _____ (Agency name)
 Distributed micro purchases equitably among qualified suppliers and the price to be fair and reasonable.
 (2 CFR 200.67, 2 CFR 200.320(a), 2 CFR 200.404)

No Splitting the Aggregate Dollar Amount

I, _____ certify that _____ (Agency name)
 Did not reduce the size of the procurement merely to come within the micro purchase threshold.
 (2 CFR 200.67, 2 CFR 200.320(a))

Buy American Provision

I, _____ certify that _____ (Agency name)
 Was in compliance with the enforcement of the Buy American Provision for food products.
 (7 CFR 210.21(d))

Authorized Signature: _____

Date: _____