

MICRO-PURCHASE CHECKLIST

PROCUREMENT REVIEW - MICRO PURCHASE

(Purchase costing less than \$10,000 or less than SFA's Micro-Purchase threshold more)

STATE AGENCY INSTRUCTIONS: Obtain copies of SFA Micro purchase procedures/purchase orders issued, and any other documentation needed such as invoices, receipts, etc. to determine if each vendor transaction was \$10,000 or below, purchase prices were reasonable, and purchases were equitably distributed among all qualified sources. Review 3 invoices for each vendor selected for review.

Micro-Purchases Threshold: \$ _____

List of vendors used for Micro-Purchases:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

From the list above, place a check mark by the vendors selected for review.

Request invoices (receipts) for micro purchases made in April, May, June of review year.

	Circle One	
1) Did the SFA provide copy of completed Procurement Review form?	Yes	No - Finding
2) Were three invoices/receipts received for review? (April, May, and June of review year)	Yes	No - Finding
3) Was each transaction with this vendor below \$10,000?	Yes	No - Finding
4) Were purchase prices reasonable?	Yes	No - Finding
5) Did the SFA spread purchases equitably among all qualified sources?	Yes	No - Finding
6) Based on a review of invoices/receipts, is the SFA compliant with the use of the micro-purchase method?	Yes	No - Finding

NOTE: If no, explain in comments

ADDITIONAL COMMENTS:

Example of Micro-Purchase Tracking Log

Name of SFA: _____

School Year: _____

Receipts for each purchase listed below are stored in the following location: _____

All purchases using the Micro-Purchase method must be less than \$ _____.

All purchase prices must for a reasonable.

Purchases must be spread purchases equitably among all vendors.

	Vendor Name: _____	Vendor Name: _____	Vendor Name: _____	Vendor Name: _____
Cycle One	Date of Purchase: _____ Total Cost of Purchase: \$ _____			
Cycle Two	Date of Purchase: _____ Total Cost of Purchase: \$ _____			
Cycle Three	Date of Purchase: _____ Total Cost of Purchase: \$ _____			
Cycle Four	Date of Purchase: _____ Total Cost of Purchase: \$ _____			
Cycle Five	Date of Purchase: _____ Total Cost of Purchase: \$ _____			
Total Spend for each Vendor:	\$ _____	\$ _____	\$ _____	\$ _____

Was total spend with all vendors fairly spread-out? If not, adjust future micro-purchase spend fairly across all vendors
 Note: Spend across will never be exact but SFA should also be attempting to fairly spread spend as best as possible; other conditions play a role in fairly spreading spend across all vendors such as "reasonable price". Reasonable price must always be considered when making a micro purchase. SFA determines reasonable price.
GOOD LUCK WITH YOUR MICRO-PURCHASES!