

SCN Micro-Purchase Log

Micro-purchases for Child Nutrition Programs

Use this log to document purchases made using micro-purchase procedures.

- Micro-purchase procedures may be used when a purchase transaction is below the SFAs established micro-purchase threshold and is purchased from a responsible supplier whose prices are determined to be reasonable. Micro-purchases must be spread amongst vendors to the greatest extent possible. Multiple purchase transactions of a like category of items must be distributed equitably among qualified suppliers. The categories of like items (office supplies, other supplies, general food and beverage, produce, and other) are representative of common categories of items purchased. Category names should be revised to reflect the categories of like items purchased by the SFA when micro-purchase procedures are used.

Directions

For each Micro-Purchase transaction provide the following information in the corresponding column:

- Purchase Date: Record the date the purchase was made.
- Purchase Item Categories: Identify the purchases under the corresponding purchase item category. This can be accomplished by identifying the invoice number corresponding to the purchase along with a brief description, listing or describing purchases, or referencing any other documentation maintained that identifies this information.
- Vendor Name: Record the name of the vendor for this purchase.
- Purchase Amount: Record the amount of the total purchase.
- Reasonable Price Determination: Check the box to indicate how the price was determined to be reasonable.

Micro-Purchasing Log

SFA/School: _____

Year: _____

**Reasonable Price
Determination Key:**
 PK = Personal Knowledge
 MR = Market Research
 HP = Historical Purchases

Date	Office Supplies	Other Supplies	General Food and Beverage	Produce	Other	Vendor Name	Purchase Amount	Reasonable Price Determination
								<input type="checkbox"/> PK <input type="checkbox"/> MR <input type="checkbox"/> HP
								<input type="checkbox"/> PK <input type="checkbox"/> MR <input type="checkbox"/> HP
								<input type="checkbox"/> PK <input type="checkbox"/> MR <input type="checkbox"/> HP
								<input type="checkbox"/> PK <input type="checkbox"/> MR <input type="checkbox"/> HP
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								<input type="checkbox"/> PK <input type="checkbox"/> MR <input type="checkbox"/> HP
								<input type="checkbox"/> PK <input type="checkbox"/> MR <input type="checkbox"/> HP
								<input type="checkbox"/> PK <input type="checkbox"/> MR <input type="checkbox"/> HP

Date	Office Supplies	Other Supplies	General Food and Beverage	Produce	Other	Vendor Name	Purchase Amount	Reasonable Price Determination
								<input type="checkbox"/> PK <input type="checkbox"/> MR <input type="checkbox"/> HP
								<input type="checkbox"/> PK <input type="checkbox"/> MR <input type="checkbox"/> HP
								<input type="checkbox"/> PK <input type="checkbox"/> MR <input type="checkbox"/> HP
								<input type="checkbox"/> PK <input type="checkbox"/> MR <input type="checkbox"/> HP
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								<input type="checkbox"/> PK <input type="checkbox"/> MR <input type="checkbox"/> HP
								<input type="checkbox"/> PK <input type="checkbox"/> MR <input type="checkbox"/> HP

This institution is an equal opportunity provider.
 Last updated: 02/2023