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# Public Transportation Micro Purchase Documentation

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**Definition:**

Consistent with Federal Acquisition Regulation (FAR), FTA and ODOT consider micro-purchases to be those purchases of \$10,000 or less.

**When Appropriate:**

Property and services valued at less than \$10,000 may be acquired without obtaining competitive quotations. These purchases are exempt from FTA's Buy America requirements. Davis-Bacon prevailing wage requirements, however, will apply to construction contracts exceeding \$2,000, even if using micro-purchase procurement procedures.

**Requirements:**

- Competition: Micro-purchases shall be distributed among qualified suppliers.
- Prohibited Divisions: Procurements may not be divided or reduced to come within the micro-purchase limit.
- Documentation: FTA's only documentation requirement for micro-purchases is a determination that the price is fair and reasonable and a description of how that determination was reached (see next page). FTA does not require the rationale for the procurement method used, selection of contract type or reasons for contractor selection or rejection be provided, only retained in the procurement file.

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**Item Proposed for Purchase:**

Requesting Party: \_\_\_\_\_ Estimated Cost: \_\_\_\_\_

Item Requested: \_\_\_\_\_

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**Purchase Justification/Use of Micro-Purchase Method**

Is the Price Comparison (Independent Cost Estimate) for this item  
less than \$10,000? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is the item available from multiple sources? \_\_\_\_\_ Yes \_\_\_\_\_ No

*Yes must be checked for both questions if the micro-purchases method is to be used.*

Vendor Selected: \_\_\_\_\_ Actual Price: \_\_\_\_\_

Product Name/No.: \_\_\_\_\_

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***See next page for source documentation.***

**Methods and Sources Used to Determine Fair or Reasonable Price**

<b>Price Source Type<sup>1</sup></b>	<b>Source Name (Company)</b>	<b>Price</b>	<b>Date</b>
<i>Example: Website</i>	<i>Best Buy</i>	<i>\$399.99</i>	<i>1/1/2015</i>

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<sup>1</sup> Examples include advertisements, telephone/emailed/or faxed quote, catalogs, and websites.