Public Transportation Micro Purchase Documentation

**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

*Both boxes must be checked 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.*
<table>
<thead>
<tr>
<th>Price Source Type¹</th>
<th>Source Name (Company)</th>
<th>Price</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Website</td>
<td>Best Buy</td>
<td>$399.99</td>
<td>1/1/2015</td>
</tr>
</tbody>
</table>

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