

USING THE MICRO PURCHASE METHOD

When purchasing smaller quantities of an item or items, your total purchase for the school year may fall under the federal micropurchase threshold of \$3500. It may also fall under your district's threshold for single purchases. These purchases are micropurchases when they are below whichever is the lower threshold – whether that is the Federal \$3500 threshold or your district's threshold.

In the micropurchase scenario, which is a special version of informal procurement, directors are in control of who they can request quotes from. Keep in mind that if you expect to be purchasing small quantities in multiple purchases, these purchases must be equitably distributed among qualified sources. To meet the fair and competitive sourcing of product expectations of USDA regulations, you are expected to offer the opportunity to provide product to vendors/farmers who you consider responsible and responsive. Please note the word “offer” in that statement. If farmer A supplied your first purchase of zucchini, and you now need more, you need to identify if there is a farmer B that meets your geographic preferences and can also provide you zucchini. After you have approached Farmer B, Farmer B may indicate that he/she is not able to provide the quantity you need at this time. Determining no other farmers/vendors are available in your geographic preference, you can then go back to Farmer A and purchase, making sure you document your effort toward open and competitive purchasing.

Best practices for Micro Purchasing include:

1. Determine what quantity is needed.
2. Determine when you want it delivered.
3. Develop your specifications (see next page). Reminder, you cannot use the descriptive words “local” or “regional” in your specification. You can, however, target local products by using requirement or specifications such as:
 - a. Freshness
 - b. harvest techniques
 - c. production practices
 - d. state of origin labeling
 - e. willingness to host farm visits and visit school classrooms.

Create an additional statement (not part of the food specification) describing your needs for delivery, timeliness, invoicing, etc.

4. Contact a farmer or vendor that is qualified to serve your district/program in order to get a price quote and confirm your delivery and invoicing needs. (If the farmer/vendor cannot meet your needs, approach a second source, etc.)
5. Award and manage the Micro Purchase - This means you must document the award, initiate the purchase and pay the invoice as agreed upon.
6. Documentation is critical! Be sure to keep records of your outreach, responses and award made in this process together to prove your efforts to meet USDA regulations.



MICRO PURCHASE WORKSHEET

ITEM(s) to be purchased: _____

AMOUNT NEEDED: _____

SPECIFICATION: *Be as clear and concise as possible. Remember to include preferred packaging, size of individual item, and specs per the suggestions on the specification sheet found with these tools.*

DELIVERY REQUIRMENTS: *Think through what you expect with delivery of product (clean of field debris, in clean truck, within XX hours of harvest, time of day for delivery, etc)*

CONTACT LIST: *To identify farmers able to provide for you, talk to local sources, meet the farmers at your local farmer's market, reach out to personal contacts. Identify here those farmers who can provide the selected item(s).*

1. Farmer/Farm Business: _____

Address: _____

phone number: _____ email: _____

2. Farmer/Farm Business: _____

Address: _____

phone number: _____ email: _____

3. Farmer/Farm Business: _____

Address: _____

phone number: _____ email: _____

CONTACT LOG: *Call the farmer you have determined to be most responsible and responsive and capable of providing product. If you have approached a farmer who declined, note that here as well. This will document your effort to maintain fair and competitive purchasing.*

Farmer contacted	Date	Time	Quote	Accepted/ Declined

PURCHASE RECORD:

Delivery Date: _____

Delivery time: _____

Delivery Location: _____

Product Quality:

Acceptable quality? Yes/No

If returned, reason for return: _____

ATTACH copy of Invoice. *Invoice should reflect any return and signature of kitchen employee.*

Save this for reference and procurement review documentation.

