PROCUREMENT

**Applying the micro-purchase method: (No procurement in needed)**

◦No purchase transaction may exceed $3,500

◦Distribute purchases from qualified sources equitably

**Applying Procurement Standards: CACFP**

◦**2 CFR Part 200.320 Procurement Methods: Small Purchase Procedures** ($3,500-$150,000 *or more restrictive threshold*)

Obtain quotes (may be email, catalogs, website, telephone, oral)

Documented

More than one source

**Applying the small purchase method**

Obtain more than one price quote using:

Supplier website/catalogs for prices

Call/email suppliers for prices

**Applying Procurement Standards: CACFP**

**2 CFR Part 200.320 Procurement Methods: Sealed Bids** (Exceeds $150,000, or most restrictive threshold)

Contract award

-Firm fixed-price with/without cost adjustment tied to a standard index

-Lowest responsive and responsible bidder

Documents include a complete, adequate, and realistic specification/description

2 or more bidders available that are willing and able to compete

Publicly advertised from a number of suppliers with sufficient response time for bid opening

Public opening at time and place identified in document

Bids may be rejected for sound documented reason

**Small Purchase Procedures** ($3,500-$150,000)

**Informal Procurement Process (to be completed by employee(s) designated as purchasing agent(s))**

* Typical five steps
  + Draft specification
  + Identify vendor sources
  + Obtain three bids
  + Evaluate the bids
  + Select vendor

**Food Purchasing Records Answer**

* Why the purchase was necessary?
* Which method of purchase was selected and why?
* What vendor was selected and why?
* What was the basis for the price paid?

**Required Documentation**

* Procurement documents
* Purchase orders
* Delivery receipts
* Invoices
* Canceled checks
* Itemized cash receipts