

Purchasing Goods and Services with Federal Funds

Purchase Threshold	Federal and State Requirements	Acceptable Documentation
<p>Micro Purchases: Total cost is less than \$10,000</p>	<ul style="list-style-type: none"> • Must demonstrate price reasonableness • When practical, distribute purchases evenly among qualified suppliers or use existing pricing agreements. 	<p>Written explanation from grantee supporting the selection of the vendor.</p> <p>Reasons for selecting a vendor may include:</p> <ul style="list-style-type: none"> • Item is only available from one source • Expected processing time • Need for research or programmatic compatibility • Personal knowledge of the item being purchased

<p>Small Purchases: Total cost is \$10,000 or less than \$100,000</p>	<ul style="list-style-type: none">• Price or rate quotes must be obtained from an adequate number of vendors.	<p>Grantee must obtain at least two (2) vendor quotes.</p> <p>Quotes must be attached to the Summary/Invoice/PO. Summary must include an explanation when the lowest cost provider is not chosen or if the grantee is unable to obtain more than one quote.</p> <p>Quote examples:</p> <ul style="list-style-type: none">• Screen capture with vendor pricing• Written quote from vendor• Catalog pricing• Verbal discussion– must document date/time of quote, vendor name and contact, quote amount and period for which quote is valid
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