

PROCUREMENT CHECKLIST FOR MICRO-PURCHASES

PURCHASE REQUEST/EVIDENCE OF AVAILABILITY OF FUNDS PRIOR TO PURCHASE

(Note: Additional funds approval is required, if applicable)

_____ copy of PR w/approvals in file

The following sources of supply were considered prior to purchase:

SUPPLIES

SERVICES

- ___ Agency Inventories
- ___ Excess from other agencies
- ___ Federal Prison Industries (UNICOR)
- ___ JWOD
- ___ Wholesale Supply Sources (E.g. MILSTRIP and GSA Hickam)
- ___ DHS/CG Contract
- ___ Optional Use Federal Supply Schedule (GSA Contract)
- ___ Commercial Source

- ___ JWOD
- ___ DHS/CG Contract
- ___ Optional Used Federal Supply Schedule (GSA Contract)
- ___ Federal Prison Industries (UNICOR)
- ___ Commercial Source

LESS THAN \$3000 FOR SUPPLIES; LESS THAN \$2500 FOR SERVICES

Price is determined to be fair and reasonable based on the following:

- ___ Catalog price list for supply purchase (catalog title & date or internet research date & website, as applicable)
- ___ Comparison with Previous Similar Buys and Current Price (PR number of similar purchase) _____
- ___ Other (Specialty Prof. Knowledge) _____

SECTION 508 COMPLIANT (applicable to IT purchases) ___ N/A ___ Yes ___ No

INVOICE (copy in file) _____

RECEIPT OF GOODS/SERVICES (copy in file) _____

(Note: This must be an independent third party; not to be signed by the cardholder.)

ENSURE PROPER APPROVALS ARE OBTAINED, AS APPLICABLE TO THE PURCHASE. SUCH APPROVALS INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING: Bottled water, furniture, memberships, IT purchases and training.

SEE ATTACHED PRE-ACQUISITION SHEET FOR OTHER APPROVALS.

Cardholder's Signature

Date