

MICRO PURCHASE CHECKLIST
(Purchases at or below \$3000)

Date	Part I Micro purchases below \$3000	Yes	No	N/A
	Is the acquisition for commercial services or commodities			
	Is the acquisition for construction			
	Has consideration been given and distributed equitably to qualified suppliers			
	Has the requirement been split or divided			
	Has price fair and reasonable been documented			
	Part II Construction Considerations (construction, alteration, and/or repair including painting or decorating)			
	If the purchase for consideration is for construction does it exceed \$2000			
	If the acquisition exceeds \$2000; have Davis-Bacon prevailing wage requirements been included in the solicitation			

Additional Comments:

Purchaser Printed Name

Purchaser Signature/Date