

FTA-FUNDED PROCUREMENTS

SUBRECIPIENT MICROPURCHASE CHECKLIST

(For Procurements Valued Below \$10k or Subrecipient Procurement Code Threshold Amount, Whichever is Less)

In addition to following FTA regulations, subrecipients are responsible for following the procurement policies of their governing entity and all applicable state and local regulations.

Micropurchase Description:

1. What is your organization's micropurchase threshold? ¹	\$
2. What is the aggregate value of this purchase?	\$
3. Is this for construction over \$2,000? The Davis-Bacon Act and Copeland "Anti-Kickback" Act Clause applies to construction contracts over \$2,000.	<input type="checkbox"/> yes <input type="checkbox"/> no
4. Do you plan to make further purchases from this vendor (regardless of federal or non-federal dollars), or have you made previous purchases? ² If yes, please explain:	<input type="checkbox"/> yes <input type="checkbox"/> no

Selected Contractor:

SUBRECIPIENT ACKNOWLEDGEMENTS AND AUTHORIZED SIGNATURES

Subrecipient certifies that the price is fair and reasonable based on a determination of fair and reasonable price as follows (choose on or more, as they apply):

<input type="checkbox"/> Found reasonable on recent purchase.	<input type="checkbox"/> Commercial market sales price from advertisements.
<input type="checkbox"/> Obtained from current price list.	<input type="checkbox"/> Regulated rate (utility).
<input type="checkbox"/> Obtained from current catalog.	<input type="checkbox"/> Other.
<input type="checkbox"/> Similar in related industry.	

Subrecipient acknowledges it is required to maintain documentation of how the price was determined fair and reasonable and must provide the documentation upon request, such as during compliance reviews. Copy of purchase order, quotes, catalog page, price list, etc are **attached**.

Subrecipient Contact Name
(or delegate)

Subrecipient Signature

Date Signed

¹ A "micropurchase" is the acquisition of supplies or services valued at **\$10,000 or less** (the FTA's micropurchase threshold). The Subrecipient may set lower thresholds for micropurchases in compliance with state and local law or otherwise as it considers appropriate. The Subrecipient threshold can be more (but not less) restrictive than the federal micropurchase requirements. If the Subrecipient's micro-purchase threshold is higher than the federal threshold, then the Subrecipient is constrained to comply with federal threshold requirements.

² The Subrecipient may not divide or reduce the size of its procurement merely to avoid the additional procurement requirements applicable to larger acquisitions. See FTA Circular 4220.1G ch. VI, § 3(a).