



## Procurement Purchases- Micro and Small

Purchasing is about the PROCESS used and the AMOUNT spent

- **MICRO**

**PROCESS:** One-time purchase or "spread the wealth" multiple purchases (buying the same items) among different vendors/groceries stores/places that offer the same service and reasonable price

**AMOUNT:** Up to \$10,000

Example: I buy the same grocery list items rotating between Safeway, Bahasa's, Costco, Sam's Club

- **SMALL:**

**PROCESS:** Buying the **same items from only one place on a regular basis**

**AMOUNT:** Up to the operator's Small Purchase Threshold; (above \$10,000 this has to be done)

Example: I buy milk from Costco every week/month; I buy my groceries from Fry's every week/month; I figure out who is the cheapest and always buy from them

### What type of Purchases should I do/am I doing?

Focus on the Process (how am I doing my purchases now and/or what to do in the future?)

Do I want to spend the time now to document/formalize the process for buying from only one place? (i.e. Costco or Sam's Club or Fry's)? This is a Small Purchase.

**OR**

Do I want to spend the time driving to different places so I "spread the wealth" and buy from different places without comparing prices? This is a Micro Purchase.

### How do I show what I am doing?

Provide Documentation (How did I do it? What do I need to keep for my records?)

**Micro:** Save receipts for all purchases; update the Food Service Cost Report

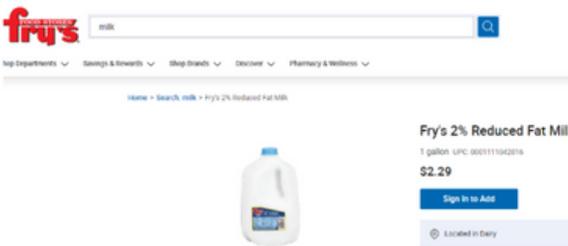
**Small:** 1. "Solicitation" document (What do I need?)

- List the item(s) I need, when do I need it by, how far away can I go to get it
- Can be a grocery list of items, copy of the menu, written description of items



2. Quotes (how/where did I obtain prices from?)

- Need to obtain quotes and keep records from three different places
- Quotes can be from paper grocery ads, online ads, online shopping carts, phone quotes with written notes (save all documents with price information)



- Only have to do once a year if this is the process you always use to make the purchase
- IF you change the way you make a purchase, you will need to document the new process

**3. Evaluation** (how did I compare the prices/why did I choose the place that I bought from?)

- The easiest is to solely base it on the price of the item(s)
- Other reasons/factors in deciding besides solely price, such as:
  - How far away the place is OR delivery availability
- Write down the reasons/the evaluation used to decide

**EVALUATION EXAMPLE**

Store	Price	Can they deliver?
Store #1	\$20	Yes
Store #2	\$18	Yes
Store #3 ✗	\$17 ✗	No ✗

Store #3 cannot deliver, and I need it delivered so this store is not an option.

Now, between Store#1 and Store#2, Store#2 is the lowest price so this would be the chosen vendor.