**Purchases Procured with Federal Funds by Non-Federal Entities**

Micro-purchases < $10,000

Determination of Vendor Documentation

Supplies & Services

Price is considered fair & reasonable for similar or related products

To the extent practicable, preference was given to goods, manufactured products

and materials produced in the United States.

To extent practicable, distributed equitably among qualified suppliers

Splitting procurement to avoid competition was not done

There are no known conflicts of interest

Purchase is necessary and approved as part of budget in federal grant

Minority businesses, women’s business enterprises, and labor surplus area firms

used when possible

Full and open competition used as applicable

Written justification of how determination of vendor was made

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Printed Name

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Signature Date

To be attached to every Federal procurement purchase of goods or services, travel, or reimbursement request