**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