

MICROPURCHASE SELF-CERTIFICATION FORM

(2 CFR § 200.320(a))

Section 1: Purchaser Information

- Name of Purchaser: _____
- Title/Position: _____
- Department/Organization: _____
- Date of Purchase: _____

Section 2: Purchase Details

- Description of Goods/Services Purchased: _____
- Vendor Name: _____
- Purchase Amount: \$ _____
- Method of Payment: Credit Card Purchase Order Other: _____

Section 3: Compliance Statement By signing below, I certify that this purchase complies with the **micropurchase method** under **2 CFR § 200.320(a)**. Specifically:

1. The total purchase amount does not exceed the micropurchase threshold as defined by federal regulations.
2. The price of the goods or services is reasonable based on research, experience, or prior knowledge.
3. To the extent practicable, purchases are distributed equitably among qualified suppliers.
4. This purchase was made in accordance with the organization's procurement policies and procedures.

Section 4: Certification I, the undersigned, certify that the information provided above is true and accurate to the best of my knowledge.

Authorized Purchaser Signature: _____

Date: _____

For Internal Use Only

- Reviewed by: _____
- Title: _____
- Date of Review: _____
- Approved: Yes No
- Comments: _____