|  |  |  |  |
| --- | --- | --- | --- |
|  | Micro Purchase | Between Micro Purchase and SAT | Equal to or Above SAT |
| Receipt/Invoice | X | X | X |
| Documentation of why vendor selected | X | X | X |
| Copies of all quotes obtained |  | X |  |
| Confirmation of no debarment and suspension |  | X | X |
| Documentation of non-competitive bidding (if applies) |  | X | X |
| Copy of original advertisement |  |  | X |
| Documentation of public opening of bids or proposals |  |  | X |
| Copies of all bids or proposals received |  |  | X |
| Documentation of vendor selection process, including cost analysis |  |  | X |
| Explanation of selection of vendor, if not lowest cost |  |  | X |
| Notice of award to vendor |  |  | X |
| Notice to proceed with contract to vendor |  |  | X |
| Signed copies of all contracts and amendments |  |  | X |
| Contractor’s proof of insurance |  |  | X |
| Cost/price analysis for each contract modification |  |  | X |

Micro Purchases are considered to be up to $2,000 for construction related expenses and up to $3,000 for non-construction related expenses

SAT – Simplified Acquisition Threshold, currently $150,000