

### SMALL PURCHASE FORM

Complete this form for small purchases below **\$10,000** (*Current Federal Micro-Purchase Threshold*). Purchases below this threshold are not required to have quotes however, application of prudent buying practices would include contacting at least two suppliers for a comparison of competitive prices. Please attach this form along with any quotes obtained to the purchase requisition in Workday.

Requested By (Dept.)		
Prepared By		Date

Description of Goods and/or Services		
Vendor or Supplier Name & Classification		Amount

Additional Comments

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**APPROVALS**

DEPARTMENTAL APPROVALS	Preparer Name:	Extension:
	Principal Investigator (if applicable):	Date:

PROCUREMENT APPROVAL	Authorizing Signature:	Date:
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