# Appendix 31

**AGENCY Micropurchase Justification Form**

|  |  |
| --- | --- |
| Cost of Procurement: | $ |
| Description of Services, Equipment or Supplies being procured |  |
| Sophisticated or unique terms and conditions (Y/N): |  |
| Explain determination of fair and reasonable price: |  |
| If unable to determine fair and reasonable price, document at least three bids and how they were obtained (written or oral): |  |
| Bid 1 |  |
| Bid 2 |  |
| Bid 3 |  |
| Successful firm |  |

I certify that this procurement has not been split to avoid a competitive procurement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

(AGENCY Staff)