



## **NM Grown Micro Purchase Worksheet**

*This worksheet's intended use is to document micro purchase procurement procedures for the purchase of New Mexico-grown products.*

### **PURCHASE INFORMATION**

Product:

Total Product Needed:

Reasoning for Use of Micro Purchase:

| Product Specifications<br>Specified Product size and processing expectations                               | Variety | Quantity Unit<br>Specified unit (pounds, cases, bushels, etc.) | Frequency<br>Specified frequency of delivery | Packaging Specifications<br>Specified weight, type of packaging, labeling, etc. |
|------------------------------------------------------------------------------------------------------------|---------|----------------------------------------------------------------|----------------------------------------------|---------------------------------------------------------------------------------|
|                                                                                                            |         |                                                                |                                              |                                                                                 |
| <b>Other Product Specifications</b> (Product size, freshness, harvesting techniques, production practices) |         |                                                                |                                              |                                                                                 |
|                                                                                                            |         |                                                                |                                              |                                                                                 |
| <b>Delivery Requirements</b> (Location, special instructions, postharvest handling practices)              |         |                                                                |                                              |                                                                                 |
|                                                                                                            |         |                                                                |                                              |                                                                                 |

### **CONTACT LOG**

| Contacted Vendor Name(s) | Date | Meets Product Specifications<br>(Yes/No) | Meets Delivery Requirements<br>(Yes/No) | Quote | Accepted/Declined |
|--------------------------|------|------------------------------------------|-----------------------------------------|-------|-------------------|
|                          |      |                                          |                                         |       |                   |
|                          |      |                                          |                                         |       |                   |
|                          |      |                                          |                                         |       |                   |

### **PURCHASE RECORD**

Total Product Delivered:

Total Price:

|                             |  |              |  |
|-----------------------------|--|--------------|--|
| <b>Farmer/Farm Business</b> |  |              |  |
| <b>Address</b>              |  |              |  |
| <b>Phone</b>                |  | <b>Email</b> |  |

**ATTACH copy of invoices.** Invoices should reflect any returns as well as the signature of the receiving employee. Save this for reference and procurement review documentation.