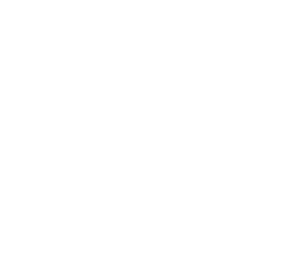
****

Micro-Purchase via Email Template

# Instructions: Best practice suggests that all procurements be properly documented and records related to procurements be saved for 3 years. Email is a perfect way to document micro-purchases while clearly communicating the needs of the District to potential vendors. Step 1: fill in the blank spaces that are [bolded and highlighted in yellow]. Step 2: copy and paste the content into an email and email potential vendors with the micro-purchase request. Step 3: store the email and vendor response in a folder in your inbox or Drive. Step 4: buy local foods. Keep in mind micro-purchases can be made via telephone or in person, but documentation is still required. An example of a micro-purchase follows this blank template.

# 

# Subject of Email

# Micro-purchase of [insert name of food item to buy]

# Body of Email

Dear **[insert farmer/vendor name here],**

In order to more easily procure goods that are considered to be reasonably priced based on research, experience, purchase history or other information but where said items availability and/or ability to be delivered in a responsive manner is limited or nonexistent in our established procurement channels this District will use a micro-purchase.

We would like to buy **[ X cases/bags of XXX].** Cases/bags should weigh approximately **[X]**  each and contain approximately **[X]** pieces of **[X].** We would like delivery of these items to be on **[day]** beginning on **[insert date here] until [insert date here].** Please deliver sometime between **[insert timeframe here].**

Please deliver **[X]** cases to:

1. **[insert address here]**

Please deliver **[X]** cases to:

1. **[insert address here]**

Please reply to this email and confirm that these items are available. When you reply please include the total cost of these items as delivered to the locations listed below.

Thank you so much.

Sincerely,

Satisfied Food Service Director

Example of Micro-Purchase via Email

# 

# Subject of Email

# Micro-purchase of Dried Beans

# Body of Email

DearLarry,

In order to more easily procure goods that are considered to be reasonably priced based on research, experience, purchase history or other information but where said items availability and/or ability to be delivered in a responsive manner is limited or nonexistent in our established procurement channels this District will use a micro-purchase.

We would like to buy two 25 lb bags of dried organic Pinto Beans. We would like the Pinto beans to be delivered on Tuesdays beginning as soon as the 15th of October, 2024 until July 31st, 2025. Please deliver sometime between 6:00 am and 1:30 pm.

Please deliver one 25 lb bag to:

1. The Central Kitchen - 1234 Central Kitchen Lane, Laguna Niguel, CA, 92607

Please deliver one 25 lb bag to:

1. Rock, Tree, Sky Elementary School - 5678 Long and Winding Road, Laguna Niguel, CA, 92607

Please reply to this email and confirm that these items are available. When you reply please include the total cost of these items as delivered to the locations listed below.

Thank you so much.

Sincerely,

Lori Howe