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## **PROCUREMENT POLICY MEMORANDUM NO. FY22-001 MICRO-PURCHASE THRESHOLD**

The following policy regarding the Micro-Purchase Threshold is effective the date of this Memorandum. This policy applies to procurement of goods and services utilizing Federal and other funds utilized by the District.

In accordance with 2 C.F.R. §200.320(iv), Non-Federal entities may self-certify annually to establish a threshold higher than the micro-purchase threshold identified in the Federal Acquisition Regulation (FAR) in accordance with the requirements of this section. In consideration of recent cost escalation for goods and services, as a whole, largely due to supply chain constraints and inflation, Gallup-McKinley County Schools has elected to self-certify to establish a higher threshold that is consistent with NM state law.

Therefore, the Micro-Purchase Threshold shall be \$20,000 in accordance with §13-1-125(c), NMSA 1978.

1. A direct Purchase Order may be issued to a vendor based on the best obtainable price.
2. Tangible Good(s): a Written QUOTE from the vendor is recommended to be provided. This is to help ensure the best obtainable price, and provide documentation in the event of a discrepancy when the invoice is presented for payment.
3. Service(s): a Written QUOTE from the vendor is REQUIRED.
4. Professional Services, meeting the definition provided by state law, will be handled through the Procurement Office on a case-by-case basis.

Procurement requests which EXCEED the \$20,000.00 Micro-Purchase threshold shall revert to the existing policy, regulation or statute.

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