

Micro Purchase Method

The micro purchasing method is usually used by small SFAs or by any SFAs for very small or unplanned purchases, like replacement or repair of equipment or for items that are purchased in small quantities like replacement trays, office items and/or extermination services. This method of procurement allows for purchasing without soliciting competitive price quotations as long as the price is reasonable and falls below the required purchasing threshold.

When can the micro purchase procurement process be used?

The micro purchase method can be utilized when the estimated dollar value of the contract for or purchase(s) for the year is below \$10,000 or a lesser amount if the SFA has a more restrictive threshold. SFAs should check their districts procurement procedures/policies to determine if their SFA has a smaller threshold for when they can utilize the micro purchase method. For example, if your district has a more restrictive threshold that states that only purchases under \$5,000 can utilize the micro procurement method, then you would follow your districts more restrictive policy.

When estimating the purchase amount, the estimate should be based on the estimated/planned value of the contract/purchase(s) over the year. When planning for your purchases for an upcoming year, all micro purchases should be assessed to see if the most economical approach would be to purchase all of the items together from the same vendor. Purchases cannot be split to purposely fall below the threshold. If the purchase(s) is/are greater than \$10,000 (or lower based on your SFAs threshold) you will need to use either the small or large (formal) purchase method.

Per USDA guidance "[Updates to the Federal Micro-Purchase Threshold in 2 CFR 200.320\(a\)\(1\) SP 02-2022](#)," program operators have the discretion to utilize the micro-purchase method of procurement for purchase up to \$50,000 if specific criteria are met. Please note that in Illinois public schools this option is not applicable to Food Service Management Company (FSMC) contracts. All FSMC contracts must be competitively procured utilizing the [three-step process described on our website](#).

Government-wide regulations at [2 CFR 200.320\(a\)\(1\)\(iii\)](#) now provide that program operators are “responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk and its documented procurement procedures.” To assist, please complete the “[Increased Micro-Purchase Threshold Self Certification](#)” and maintain on file.

Requirements of the Micro Purchase Process

- 1) Reasonable – all purchases utilizing the micro purchase method must be reasonable. In order to verify that the price is reasonable, the SFA could compare previous purchases, conduct online research and/or compare to similar items being purchased.
- 2) Documentation – Maintaining documentation for all purchases is required no matter the method of procurement. Generally, the types of documentation that you would maintain for micro purchases includes price comparison information, invoices and receipts. Any and all documentation that assisted the SFA with the purchase should be maintained as well.

This fact sheet is intended to be a quick summary of the Federal Regulations in [2 CFR 200](#). Please note that the \$10,000 threshold is the federal threshold and if the SFA has a more restrictive threshold then the more restrictive threshold must be followed. If you have any questions regarding procurement, please contact our staff via email or phone at the contact information provided below. We are here to help!

Illinois State Board of Education – Nutrition Department



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