

Increased Micro-Purchase Threshold Worksheet

Per USDA guidance [Updates to the Federal Micro-Purchase Threshold in 2 CFR 200.320\(a\)\(1\) SP 02 CACFP 03 SFSP 01-2022](#), 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 this option is not applicable to Food Service Management Company (FSMC) contracts. All FSMC contracts estimated at \$25,000 or greater must be formally 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.” This regulation now allows Program Operators to utilize the noncompetitive micro-purchase method for purchases up to \$50,000 if specific criteria are met and documented by the Program Operator. All required documentation must be maintained by the Program Operator for three years plus the current and will need to be provided upon request and for Procurement Reviews.

Name of Program Operator	
Name of Program Operator Staff Completing the Self-Certification	
Description of purchase	
Estimated Dollar Value	

Requirements	YES	NO
Does the Program Operator have language allowing for a higher micro-purchase threshold in their written procurement procedures?		
Did the Program Operator document their evaluation of the purchases risk and document the Program Operators determination that utilizing a noncompetitive form of procurement was worth the risk?		
Did the Program Operator adhere to their internal controls to ensure that the micro purchase method is allowable, appropriate and reasonable use of federal taxpayer funds?		
Does the Program Operator have a segregation of duties to provided needed checks and balances specific to Program Operator procurement?		

Self-Certification Methods (at least 1 of the following is required)	
A Qualification as a low-risk auditee, in accordance with criteria in 2 CFR 200.520	
An annual internal institutional risk assessment to identify, mitigate, and manage financial risks	
For public institutions, a higher threshold consistent with State law.	

Program Operators must ensure that they meet all Self-Certification requirements on an annual basis. If any other regulatory or financial departments, agencies, entities and/or reporting require notification of a Program Operators Self-Certification to increase the micro-purchase threshold, it is the responsibility of the Program Operator to provide the required information.

Program Operator determination of allowability	Allowable	Not allowable
All required documentation is maintained	Yes	No