



Office of Sponsored Programs

Federal Purchasing Threshold

Purpose: Ensure compliance with Federal Acquisition Regulations

Responsible Party: OSP Administrators, Department personnel, and Strategic Sourcing personnel

Date: October 29, 2018

Many of our grants are from federal and state sources and because of that must follow federal purchasing guidelines. The primary threshold that OSP must ensure compliance is with the micro-purchase threshold. Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold. The micro-purchase threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 and in the Uniform Guidance in 2 CFR 200. The threshold was increased to \$10,000 on December 12, 2017.

As an OSP Administrator and Grant Accountant, we are the first, and primary, line of defense. If any purchase greater than \$10,000 comes through on a requisition, or multiple requisitions, we must require support for the purchase. Federal regulations require competitive bidding on purchases greater than \$10,000.

The purchase always requires the Federal Expenditure threshold checklist to be included. The five options are:

1. Bid Vendor
2. Quotes (minimum of 3)
3. Named in the Award
4. Science
5. Sole Source

If quotes, named in the award, or sole sourcing is selected, there must be attachments included.

The regulation applies to purchases from a vendor in aggregate. In order to catch those that include multiple purchases that individually are less than \$10,000, a query has been written. The name of the query is B_AP_PAYMENTS_BY_DEPT_CF_OSP. This will be run monthly and each department representative will be responsible for gathering the required documentation to attach to the requisition.