



Federal Funds Procurement Procedure

Federal 2 CFR part 200 permits "small purchase procedures" for purchases less than two hundred fifty thousand dollars (\$250,000). Specifically, it notes, the "simplified acquisition threshold fixed at 41 U.S.C. 403(11) (currently set at \$250,000) require sealed bids." However, districts must comply with the more restrictive of federal/state requirements and district policy. State and district requirements set this limit at \$75,000.

In the absence of any state law over the procurement of professional services and books, the State Auditor's Office has agreed to instruct its auditors to select federally-funded transactions above ten thousand (\$10,000) when testing for competitive solicitation.

In order to comply with the above regulations, please follow one of the two steps below when purchasing items over \$10,000 and under \$75,000 using federal funds (or when purchasing services costing over \$10,000 and under \$250,000).

1. Submit (attach) documentation of a minimum of three (3) quotes for the purchase of items or services from a single vendor.
-OR-
2. Check the box below that describes why you are requesting a waiver from the Superintendent from using the competitive procurement procedure. Attach your explanation regarding how it meets the criteria:
 - Purchase is clearly and legitimately limited to a single source of supply.
 - Purchase involves special facilities or market conditions.
 - Purchase (including public works) is in the event of an emergency.
 - Purchase expressly authorized by awarding or pass through agency in response to written request from district.
 - Purchase of insurance or bonds.
 - Other request for Superintendent approval.
3. If the purchase of goods or services will equal or exceed \$25,000 a "suspension or debarment" search must be done to ensure the vendor is not suspended or debarred. See www.sam.gov to search records. Submit (attach) documentation of the search.

Suspension/Debarment search performed?

- Yes (attach documentation)
- No (not applicable-cummulative purchases will not equal or exceed \$25,000)

Please explain:

Requestor's Signature _____

Date

Exec Director of Financial Services Signature _____

Date

Superintendent's Approval (signature) _____

Date