

following fiscal year. The budgeted funds by like-item categories may also be helpful in planning for large expenditures in a particular like-item category in a given fiscal year.

### **Micro-Purchase Procurement Method**

Micro-purchases may be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents it files accordingly.

The school district is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. The micro-purchase threshold used by the school district must be authorized or not prohibited under State or local laws or regulations. School districts may establish a threshold higher than the Federal threshold. **[2 CFR 200.320(a)(1)(ii) and (iii)]**.

The business manager shall conduct an evaluation on an annual basis of the district's internal controls, TEA-assigned risk level and documented procurement procedures to determine the appropriate micro-purchase threshold. The Self-Certification of Micro-Purchase Threshold form shall be submitted to the Superintendent at least 30 days prior to the start of each fiscal year for his/her review and consideration. The approved threshold shall be documented in the State and Federal Grants Manual to ensure that all stakeholders are aware of the approved micro-purchase threshold.

#### *Micro-Purchase Procedures – Up to \$49,999 [Or lesser amount based on Board Policy CH Local]*

Federal methods provide for procurement by micro-purchase. Micro-purchase is defined in 2 CFR § 200.1 as a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed \$49,999. The micro-purchase method is used in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost. \*This is allowable because the District completes the EDGAR Micro-Purchase Limit Self-Certification annually through the Smartsheet WorkApp maintained through TEA. This self-certification form allows the federal micro-purchase threshold to be extended up to \$49,999.

In accordance with federal requirements, micro-purchases may be awarded without soliciting competitive quotations if the District considers the price to be reasonable. Also, when using federal funds, to the extent practicable, the District must distribute micro-purchases equitably among qualified suppliers. The District maintains evidence of this reasonableness in the records of all micro-purchases.

The district's Board Policy CH Local has a \$50,000 threshold for Board approval of purchases.

The district has elected to self-certify a threshold up to \$49,999 in accordance with Texas law (TEC 44.031). The Superintendent shall complete the Self-Certification of Increased Micro-purchase threshold Form (**Rogers, Morris & Grover 2021**) on an annual basis at least 30 days prior to the start of each fiscal year. A copy of the form is included in the Exhibit Section.