

GALLUP-McKINLEY COUNTY PUBLIC SCHOOLS
GALLUP, NEW MEXICO

MIKE HYATT
Superintendent

JVANNA HANKS II
Assistant Superintendent of Business Services

KAREN JAMES
Director of Fiscal Services

CENIN GABAY
Controller



MARCO A. ABEITA, C.P.P.B.
Procurement and
Business Services Director

BART STANLEY
Director of Student Information
Systems & E-Rate

LISA GARCIA
Director of Discretionary Programs

October 1, 2018

PROCUREMENT POLICY MEMORANDUM NO. FY19-01
MICRO-PURCHASE THRESHOLD

The following policy regarding the Micro-Purchase Threshold is effective the date of this Memorandum. This policy applies to procurement of goods and services utilizing Federal and other funds utilized by the District.

On June 20, 2018, the Executive Office of the President- Office of Management and Budget issued a Memorandum increasing the Micro-Purchase threshold to ten thousand dollars, (\$10,000.00). The District's policy for the Micro-Purchase shall increase, effective the date of this Policy Memorandum, to ten thousand dollars, (\$10,000.00), as follows:

1. A direct Purchase Order may be issued to a vendor based on the *best obtainable price*.
2. Tangible Good(s): a Written QUOTE from the vendor is recommended to be provided. This is to help ensure the best obtainable price, and provide documentation in the event of a discrepancy when the invoice is presented for payment.
3. Service(s): a Written QUOTE from the vendor is **REQUIRED**.
4. Construction and Professional Services will be handled through the Procurement Office on a case by case basis.

Procurement requests which EXCEED the \$10,000.00 Micro-Purchase threshold shall revert to the existing policy, regulation or statute.

Marco A. Abeita, CPPB
Procurement and Business Services Director