

Procurement by Small Purchase Procedures 2 CFR §200.320(b)

Small purchase procedures are those relatively simple and informal procurement methods used to purchase:

- services,
- supplies, or
- other property that does not cost more than the Simplified Acquisition Threshold.

Small purchase procedures are used when estimated value of the purchase of awarded contract is **less than the Simplified Acquisition Threshold**.

- Federal and DPI Simplified Acquisition Threshold is \$250,000 (2 CFR §200.88).
- School may have a lower Simplified Acquisition Threshold or Small Purchase Threshold.

If small purchase procedures are used, **price or rate quotations (bids)** must be obtained from an adequate number of qualified sources.

This purchase procedure is sometimes referred to as “**3 Bids and a Buy**.”

Public notice is not required (example newspaper ad).

Price or rate quotations can be **opened at any time**.

Price or rate quotations can be either **verbal or written**.

Awarded contract (purchase) is based on **lowest price** from a **responsible** bidder who submits a **responsive** bid.

Records must to be kept for all purchases regardless of the procurement method used; including small purchase.