



Informal Procurement

<p>Micro-Purchase procurement of items that do not exceed \$10,000 in the aggregate</p>	<p>Allows for a pool of vendors to be pre-selected for future recurring purchases of pre-determined items</p>	<p>Primarily used to procure supplies and materials</p>
<p>Small Purchase procurement of goods and services that do not exceed \$250,000 in the aggregate</p>	<p>Allows for the procurement of goods and services that does not require published solicitation for bids</p>	<p>Primarily used to procure goods or services such as equipment, consultants, or construction contracts</p>

Micro-Purchases

Allowable:

Purchase of office supplies that total less than \$10,000 in the aggregate.

Unallowable:

Purchase of consultant or contractor services regardless of cost.

Small Purchases

Allowable:

Procurement of a construction contractor to rehabilitate a public facility with a total cost of less than \$250,000.

Unallowable:

Procurement of the same construction contractor to rehabilitate a public facility that ended up costing \$250,001 due to an unforeseen cost.