



#155-21

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #155-21**

DATE: June 11, 2021
TO: Division Superintendents
FROM: James F. Lane, Ed.D., Superintendent of Public Instruction
SUBJECT: **Micro-purchase and Small Acquisition Thresholds for School Food Authorities**

The purpose of this memo is to provide an update on the micro-purchase and simplified acquisition (small purchase) thresholds. The threshold for micro-purchases is \$10,000 for both federal and the Commonwealth of Virginia. The threshold for simplified acquisitions (small purchases) is \$250,000 for federal and \$200,000 for the Commonwealth of Virginia. The federal procurement guidelines under 2 CFR 200 Uniform Guidance have been updated and are required to be followed if using any federal dollars. The new thresholds are effective immediately.

A micro-purchase is the procurement of goods or services that, due to its relatively low value, does not require competitive procedures. The purchase of the goods or services must be identified as necessary, reasonable, and allocable to satisfy the procurement. Additionally, the price must be reasonable, purchases must not exceed the micro-purchase threshold, and, to the extent practicable, the purchases should be equitably distributed among qualified suppliers. The micro-purchase threshold procedures are established in the federal Office of Management and Budget (OMB) Governmentwide Guidance for Grants and Agreements located at 2 CFR § 200.67.

A simplified acquisition (small purchase) is a simple and informal procurement method used to secure services and supplies that fall below the established threshold. While relatively

simple and informal, small purchase procedures must still be conducted in a competitive manner. The simplified acquisition threshold procedures are established in 2 CFR § 200.88.

When conducting procurement activities, school food authorities (SFAs) must follow both of the federal procurement regulations: OMB regulations found at 2 CFR Part 200, and U.S. Department of Agriculture, Food and Nutrition Service regulations found at 7 CFR Part 210, 220, and 250.

The procurement standards that SFAs must follow in procuring food, equipment, supplies, management services, or any other products or services for the school nutrition programs follow the governmentwide standards that apply to all purchases by organizations using federal funds, which are contained in the OMB regulation [2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, at §§200.318-.327](#).

In addition to the governmentwide regulations above, SFAs must follow procurement requirements contained in 7 CFR Part 210 National School Lunch Program, Part 220 School Breakfast Program, and Part 250 Donation of Foods.

Further, per 2 CFR Part 200.318(a), SFAs must also use documented procurement procedures which reflect applicable state and local laws and regulations, provided that these are not inconsistent with or less strict than the federal regulations.

For more information

Should you have any questions, please email the SNPPolicy mailbox at SNPPolicy@doe.virginia.gov.

JFL/SCC/jw