

Changes to Purchasing Thresholds Effective July 1, 2021

Due to the recent approval of changes made to BP178 – Purchasing Provisions, the Accounting and Purchasing Departments would like to announce the following changes. Effective July 1, 2021, the Purchasing Guidelines will have increased spending thresholds at each level, which will also include Pcard and eCheck purchases. Most notable in the changes is the increase of the individual procurement item threshold (single item) from \$1,000 to \$5,000. There will not be a distinction under the Level 1 purchase threshold of a single item purchased and a single procurement aggregate (multiple items purchased from one source at one time) purchase. They will both be \$5,000 and will not require any additional quotes.

This also means that the maximum one-time charge that can be made using the district Pcard is \$5,000. Because some administrators may not be comfortable with their employees having a higher limit on the Pcard, all cardholders will remain at current levels. A new application needs to be filled out with an acknowledgement for the higher dollar amount authorization must be signed by the cardholder and their supervisor. That form will be made available on the Purchasing website beginning July 1st. The Purchasing Card Manual has also been updated and must be read and understood before making any credit limit increases.

Attached is the updated and revised Purchasing Guidelines. Please don't hesitate to contact the Purchasing Department with assistance with future purchases that will be affected by these changes.