

Micro-Purchase

Service \$2,500 or less

1. Approved acquisition request.
2. Use BOC of 2570 in CATS.
3. Follow general procurement rules.

Supplies \$3,000 or less

Construction \$2,000 or less

1. Approved acquisition request.
2. Ensure Facilities/Admin/CD are aware of work being procured.
3. Verify if work needs to be coded as R&M in CATS.
4. Use BOC of 2530 in CATS .
5. Follow general procurement rules .