

7.2 Authorization to Use a Purchase Card

7.2.1 Delegation of Authority

The maximum dollar amount that may be delegated to an unwarranted cardholder for purchase card purchases is \$3,000. Micro-purchase authority of \$3,000 for supplies, \$2,500 for services and checks, and \$2,000 for construction is delegated to unwarranted personnel in accordance with DR 5013-6.

Issuance of the purchase card to cardholders is considered to confer the required delegation of authority. Cardholders must, however, be trained in micro-purchase procedures and their responsibilities when obligating the government funds using the purchase card. Cardholders can only obligate funds that come within their purchasing authority. Under no circumstances may a cardholder purchase an item that costs more than the maximum amount of their delegated authority.

7.2.2 Micro-Purchases

Micro-purchase means an acquisition of goods (e.g., equipment, subscriptions, or general office supplies) or services (except construction) the aggregate amount of which does not exceed \$3,000. Micro-purchases for construction are limited to \$2,000. For USDA purposes, the micro-purchase limit is \$3,000 for supplies, \$2,500 for services, and \$2,000 for construction. Purchases under the micro-purchase threshold are not subject to any form of small business set-aside and are exempt from the requirements of the Buy American Act.

7.2.3 Authorization to Purchase Goods/Services

Cardholders are to obtain proper authorization *prior* to making a purchase. A requisition is required for all purchases made with the purchase card. The requisition may be in a form of a written request, e-mail, or Integrated Acquisition System (IAS) procurement requisition from an authorized official. Authorized officials are determined according to agency procedures. Requisitions at or below the micro-purchase threshold should not be generally forwarded to the servicing contracting office for processing unless the requirement is of a unique, complex or sensitive nature, or the vendor does not accept the purchase card or convenience check for the order. The handling of such a requisition shall be coordinated in advance with your servicing contracting office. To avoid the appearance of impropriety, a contracting officer should always ensure that adequate documentation is available to substantiate a purchase.

7.2.4 Authorized Use by Non-Procurement Personnel

The method non-procurement personnel use in processing purchases under the micro-purchase limit are purchase card and convenience check. The purchase card is the preferred means to purchase and pay for micro-purchases. This is not intended to limit use of the purchase card to micro-purchases nor is it intended to preclude use of electronic purchasing techniques. Cardholders are encouraged to use the purchase card to the maximum extent practicable to purchase and pay for purchases under FAR Part 8 procedures.