

Federal 2 CFR part 200 permits "small purchase procedures" for purchases less than one hundred fifty thousand dollars (\$150,000). Specifically, it notes, the "simplified acquisition threshold fixed at 41 U.S.C. 403(11) (currently set at \$150,000) require sealed bids." However, districts must comply with the more restrictive of federal/state requirements and district policy. State and district requirements set this limit at \$75,000.

In the absence of any state law over the procurement of professional services and books, the State Auditor's Office has agreed to instruct its auditors to select federally-funded transactions above three thousand four hundred ninety-nine (\$3,499) when testing for competitive solicitation.

In order to comply with the above regulations, please follow one of the two steps below when purchasing items over \$3,499 and under \$75,000 using federal funds.

1. Submit (attach) documentation of a minimum of three (3) quotes for the purchase of items from a single vendor.

2. Check the box below that describes why you are requesting a waiver from the Superintendent from using the competitive procurement procedure. Attach your explanation regarding how it meets the criteria:
 - Purchase is clearly and legitimately limited to a single source of supply.
 - Purchase involves special facilities or market conditions.
 - Purchase (including public works) is in the event of an emergency.
 - Purchase of insurance or bonds.
 - Other request for Superintendent approval.

Please explain:

The above requirements do not apply to purchases from an Educational Service District, the Office of Superintendent of Public Instruction, or from another Washington State Public School District, as allowed in Board Policy 6299.

Requestor's Signature _____

Date

Superintendent's Approval (signature) _____

Date