PP-O4-03 MICRO-PURCHASES

I. OVERVIEW
A micro-purchase is a procurement of materials, supplies, equipment or personal (non-professional) services up to $2,500, or a lower amount established by the College President. No quotes are needed when making a micro-purchase. These transactions are handled at the colleges and require approval by the Vice President of Administrative Services.

II. PROCESS
A. Micro-purchases are entered in the procurement database system typically as a purchase order document type (PO) for purchases of equipment and supplies or a short-term agreement (STA) for services. For maintenance, repair and construction services, a Facilities Order Form (FOF) document type should be used.

B. A micro-purchase may be made on a purchasing card except when purchasing an asset of $250 or greater in value. For purposes of this procedure, an asset is defined as personal property, usually equipment or furniture, having a single unit value equal to or greater than $250. More detailed information on assets may be found in Asset Management sections 05-03. Equipment and furnishings less than this amount are not assets that are required to be tracked for accounting purposes.

C. When reasonable and prudent to do so, multiple micro-purchases should be consolidated in a single large purchase transaction in order to minimize redundant processing and administrative burden.

III. LEGAL AUTHORITY AND CITATIONS
04-02 – Types of Transactions
Asset Management sections AM 00 – AM 03-02
http://albacore.laccd.edu/purchasing_card/purch_card_invoice_processing_guidelines_110101.doc