

WORKFORCE SOLUTIONS

GREATER DALLAS

Policy Number: A0117	RE: Workforce Solutions Greater Dallas Micro-purchases
Date Issued: 05/13/2020	Effective Date: 01/01/2020

MICRO-PURCHASE POLICY

Background:

Per the Texas Workforce Commission's (TWC's) Financial Manual for Grants and Contracts (FMGC), *[Boards] may establish (or choose not to establish) a separate micro-purchase threshold of up to \$10,000 per purchase (effective January 1, 2020, unless superseded by the terms and conditions of the TWC grant award); i.e., relatively simple purchases for which the aggregate cost does not exceed the micro-purchase threshold established by the [Board]. [Boards] that establish a separate micro-purchase threshold shall, to the extent practicable, equitably distribute micro-purchases among qualified vendors.*

Policy:

Competitive quotations and price analysis are not required for purchase of supplies and services below the micro-purchase threshold amount outlined in TWC's FMGC in the aggregate. WFSDallas will review purchases from individual vendors in the aggregate annually (period of review is the fiscal year – January through December) to determine whether purchases from such vendor meets the definition of a micro-purchase. WFSDallas will adhere to the threshold amount updated in the FMGC at the time of purchase. The purchase must be reasonable, necessary, and allocable. Reasonableness will be evidenced by review and approval of WFSDallas President or Senior Vice President. Signature by either individual on the P.O. indicates approval of purchase and reasonableness of price based on the individual's research, experience, prior purchases, etc. Records of price comparisons may be kept on file to support price reasonableness, but such records are not required.

Additionally, instances may arise in which the supplier selected to provide an item is out of stock of the selected item when the actual purchase need arises. WFSDallas will use the next lowest priced supplier from its comparison.

Action Required

This policy should be distributed to all affected staff.

Contact

Inquiries regarding this policy should be directed to **Ashlee Verner, Chief Financial Officer at 214.290.1050.**

Approved for Content:	
<i>Connie Rash</i>	
Signature	Date
<i>Guerrino Ballesteros</i>	
President's Signature	Date