

OFFICE OF THE COUNTY ADMINISTRATOR

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June 12, 2023

To: Mahesh Sharma, Scott County Administrator
From: David Farmer, Director of Budget and Administrative Services

RE: Micro Purchase Procurement Method Fiscal Year 2024 Adoption

Policy Number 30 – Grants and Funding Assistance Policy allows for the informal procurement method – Micro-Purchase procedures to set a threshold not exceeding \$50,000. The threshold defines when formal solicited quotations must be received by non-federal entity. Informal quotes are recommended and the County must distribute micro-purchases equitably among qualified suppliers.

The County may annually set a level based on risk status, internal risk assessment and consistent with state law. The current federal unmodified level is \$10,000.

It is recommended the County recertify the acquisition level to \$15,000 to match the general board approval policy. This will create less confusion by County departments on different purchasing thresholds in the normal course of business. The County qualifies and has consistently qualified as a low-risk auditee during the federal single audit compliance testing. The \$15,000 threshold is below the state mandate for formal bidding procedures.

Attaches is a resolution adopting the Micro-Purchase threshold.

I may be reached at 563-326-8651 or david.farmer@scottcountyiowa.gov.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

JUNE 22, 2023

APPROVAL OF FEDERAL GRANT MICRO-PURCHASE THRESHOLD FOR FY24

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. The County qualifies as a low-risk auditee, has appropriate controls in place to monitor grant compliance and annually setting a threshold between \$10,000 and \$50,000 is permissible by Federal Uniform Procedures.

Section 2. The County Director of Budget and Administrative Services is hereby directed to establish the fiscal year 2024 Micro-Purchase procurement method at \$15,000.

Section 3. This resolution shall take effect immediately.