



U.S. Department of Justice


Justice Management Division

Management and Planning Staff

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**MEMORANDUM FOR BUREAU PROCUREMENT CHIEFS
PURCHASE CARD AGENCY PROGRAM COORDINATORS**

FROM: H.B. Myers 
Assistant Director
Procurement Policy and Review

SUBJECT: DOJ Procurement Guidance Document 06-11, Increase in the Micro-purchase Threshold.

Federal Acquisition Circular (FAC) 2005-13 implemented Federal Acquisition Regulation (FAR) Case 2004-033, Inflation Adjustment of Acquisition-Related Thresholds. One provision of that FAC was to increase the micro-purchase threshold in FAR 2.101 from \$2,500.00 to \$3,000.00.

This increase in the micro-purchase threshold will allow purchase cardholders with delegations of purchase card authority up to the limit of the micro-purchase threshold, to use their purchase cards for acquisitions of supplies or services up to \$3,000.00 if their single purchase limit is increased. This increased authority should not be automatically granted to all purchase cardholders. It should only be granted to purchase cardholders after a thorough review of their purchase card activities and then only to the extent that the increase in the single purchase limit is necessary to meet their requirements.

It is important that the DOJ continues to ensure that a system of management controls, policies and practices are in place for effective oversight and to maximize the benefits, and minimize the risks, when using government charge cards. By reviewing cardholder activities, prior to granting increased single purchase authority, we are acting in accordance with the Office of Management and Budget, Circular A-123, Management Accountability and Control, Appendix B, Improving the Management of Government Charge Card Programs and the DOJ Charge Card Management Plan.

Please distribute this document to the appropriate people in your organization. Questions should be directed to Harold Belcher 202/616-3756.