

**WASHINGTON HEADQUARTERS SERVICES
ACQUISITION AND PROCUREMENT OFFICE
OSD/WH'S PURCHASE CARD PROGRAM OFFICE
PURCHASE CARD ALERT NUMBER 37**

(Issue date: 12 October 2006)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: Micro-Purchase Threshold Increase

Reference: Purchase Card Program Manager's e-mail, 9/6/06, Subject: P-Card Limit Update.

Per the Federal Acquisition Regulation (FAR) 2.101, the micro-purchase threshold has been raised. It is \$3,000 except –

- (1) For acquisitions of construction subject to the Davis Bacon Act, \$2,000;
- (2) For acquisitions of services subject to the Service Contract Act, \$2,500;
- (3) For convenience checks, \$2,500.

In order to implement this FAR change, the Purchase Card Program Office will issue new Delegation of Authority Memorandums (DOA's), as necessary, to the impacted Cardholders. Each Cardholder's Single Purchase limit will officially change only upon receipt and acknowledgement of an updated DOA. Not all Cardholders will receive an updated DOA and not all Cardholders will be granted a \$3,000 single-purchase limit. We are evaluating the single and monthly purchase limits of each Cardholder under the program. Spending limits are based on mission needs and historical spending. If you do not receive an updated DOA, your spending limits remain as spelled out in your current DOA.

A number of Approving Officials were notified by the referenced e-mail that there is a \$2,000 per Approving Official, per billing cycle, limit in effect until further notice. For these Approving Officials, the \$2,000 limit still stands and updated DOA's will not supersede the direction in the referenced e-mail. The new DOA's are being issued now in preparation for the possible lifting of the \$2,000 funding limitation. If/when the \$2,000 restriction is lifted, the Cardholders with increased spending limits will have immediate access to the updated spending limits allowable by FAR.

If you have any questions please contact Tracy Nelson on (703) 695-8921 or Janette Ray on (703) 695-8666.

We hope you will continue to tell us when we are doing a good job of satisfying your needs as well as when we need to improve our efforts. You may submit your comments through the ICE Program at [ICE Purchase Card Program](#) or send them to the Agency Program Coordinators at purchsecard@bfd.whs.mil or directly to the Program Manager at Claudia.colvin@whs.mil.