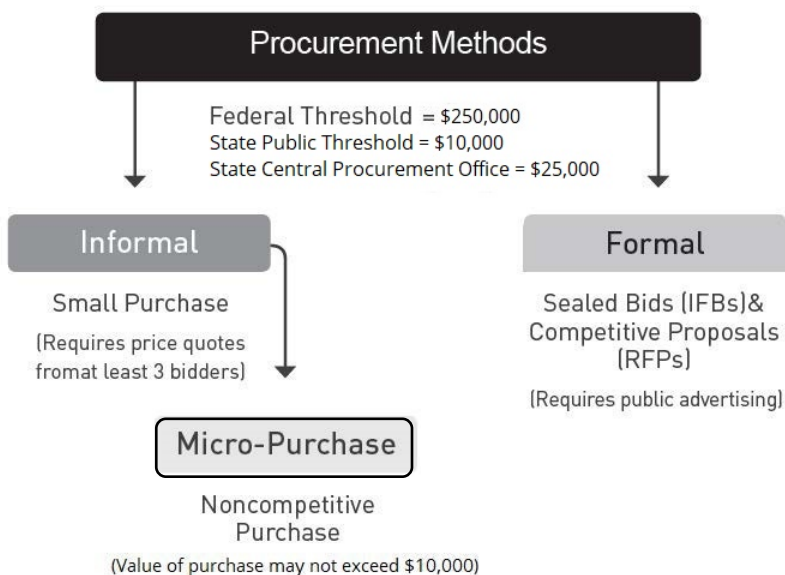


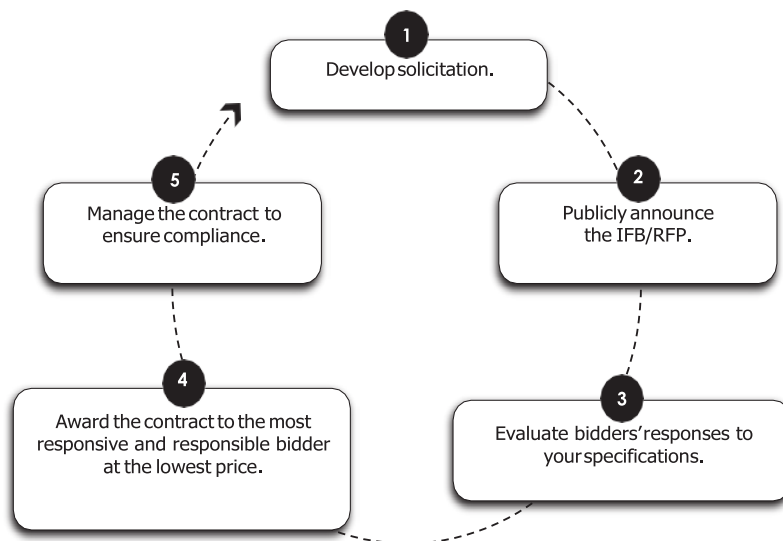
Procurement Cheat Sheet



The Formal Procurement Process

For purchases above the applicable small-purchase threshold, schools must use the formal procurement process.

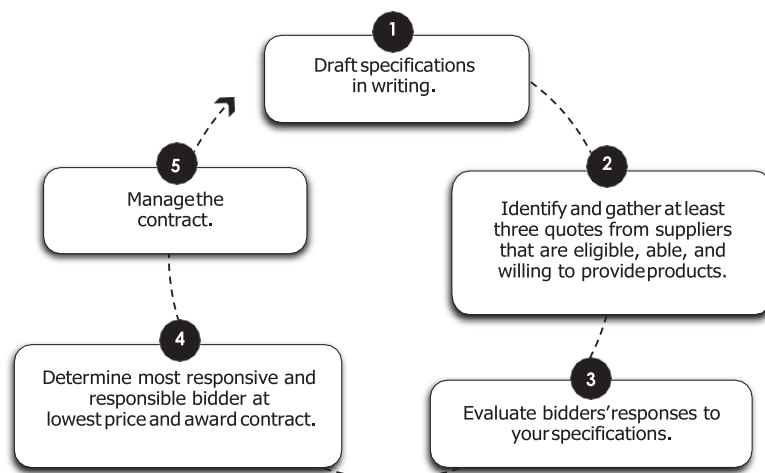
Five Basic Steps of the Formal Procurement Process



The Informal Procurement Process

Schools may use the informal process when the estimated amount of the purchase falls below the applicable small-purchase threshold (the lowest of the federal, state, and local thresholds).

Five Basic Steps of the Informal Procurement Process



The Micro-purchase Process

Micro-purchases may be used when the total aggregate cost of the purchase falls below \$10,000 (or a lower local threshold).

Five Basic Steps of a Micro-purchase

