



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

CACFP CN# 009-08
SFSP CN-01-09

MEMORANDUM

To: Child and Adult Care Program Institutions & Summer Food Service Program Sponsors

From: Mary Szafranski, Deputy Associate Superintendent
Health & Nutrition Services

Nicholas Dunford, Financial Services Director
Health & Nutrition Services

Date: August 1, 2008

RE: Small Purchases Threshold

Original Signed

The purpose of this memorandum is to extend the small purchase threshold to the Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP). Small purchase procedures are those procurement methods used to secure services, supplies, or other property that fall below the established threshold. While relatively simple and informal, small purchase procedures must still be conducted in a competitive manner.

The majority of the Child Nutrition Programs determine their small purchase threshold by referencing the 7 CFR Part 3016.36, currently set by 41 U.S.C. 403(11) at \$100,000. CACFP and SFSP use lower thresholds.

To achieve consistency, the regulations for the CACFP and SFSP will be revised to link the small purchase threshold to the 41 U.S.C. Therefore, effective immediately, institutions participating in CACFP and SFSP may use small purchase procedures for small purchases up to the threshold of \$100,000, set by 41 U.S.C. 403(11).

The new thresholds will be included in the forthcoming procurement standards. If you have questions or concerns regarding this memo, please contact Nicholas Dunford at (602) 542-8724 or email at Nicholas.Dunford@azed.gov.