



GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES
Department of Property and Procurement

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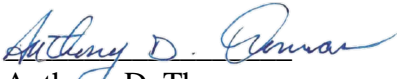
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MEMORANDUM NO.: 002-2022

To: All Executive Branch Agency Heads & Cabinet Members

Cc: All OPCMR Members

From: 
Anthony D. Thomas
Commissioner

Date: February 3, 2022

Re: Revised Fact Sheet and Cheat Sheet for the Application of the Micro-Purchasing Threshold (Title 31, Chapter 23, Section 239(a)(4))

The Department of Property and Procurement (“DPP”) is issuing revised guidance on the application of the micro-purchase threshold under title 31, chapter 23, section 239(a)(4) of the Virgin Islands Code.

The enclosed Revised Fact Sheet and Cheat Sheet provide examples of when the micro-purchase threshold may be used and examples of when the micro-purchase authority cannot be used. This revision supersedes the prior application of this authority where agencies were limited to using this threshold with a single vendor for the same goods or services twice in a fiscal year.

All agencies will need to keep records of the items purchased, the suppliers from which those items were purchased, and the associated costs to monitor activity for compliance with the Statute, to ensure alignment with federal procurement strategies and best practices. This revised approach in application is meant to bring some more flexibility and ease in your operations, however, it does not replace the need for long-range planning and the use of supply and task order contracts and blanket purchase orders to satisfy the everyday routine needs of your agency.

If there are any questions on the enclosed, please contact the Division of Procurement at (340) 774-0828 or (340) 773-1561.

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