



GLWA Procurement

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Federal Annual Self Certification for Micro-Purchase Threshold

Document Owner/Department:
Procurement Team

Annual Self-Certification Form for Micro-Purchase Threshold Increase

Purpose: In accordance with 2 Code of Federal Regulations (CFR) 200.320(a)(1)(iv), this form documents the process for the annual review and renewal of GLWA’s micro-purchase threshold. Under this regulation, grant recipients may establish a threshold above the Federal Acquisition Regulation micro-purchase limit (\$5,000) up to \$50,000. GLWA qualifies as a low-risk auditee under the criteria in 2 CFR 200.520 based on the most recent audit.

All sections of the form must be completed, with supporting documentation attached. Complete this form annually and retain records for audit and compliance purposes.

1. Certification Details

| | |
|------------------------------|--|
| Proposed Threshold amount | |
| Date of Request (xx/xx/xxxx) | |
| Audit Fiscal Year | |
| Review Date(xx/xx/xxxx) | |

2. Justification of Higher Threshold - Please provide clear justification for requesting a micro-purchase threshold above the FAR limit.

GLWA’s small purchase (micro-purchase) threshold is \$50,000. This threshold is consistent with GLWA’s status as a low-risk auditee per §200.520 and provides a consistent streamlined procurement process for low-value purchases, reduces administrative burden, and maintains compliance with GLWA’s established Procurement Policy.

GLWA certifies that it is in compliance with the following requirements:

All documentation is attached and maintained in procurement records in accordance with 2 CFR §200.334 and the GLWA Record Retention Policy. Per §2 CFR §200.334 requires GLWA attest to retain all procurement records, self-certification forms, supporting documentation, and all risk assessment reports for a minimum of three (3) years. Required retention items are the following:

- Certification signatures and dates
- All supporting documentation (audit reports, risk assessments, legal opinions, etc.)
- Communications related to the certification and approval process.
- Any corrective actions or findings related to procurement or compliance.

All documentation will be made available to Federal agencies, pass-through entities, and auditors upon request.

GLWA ensures all records are stored in a secure, organized, and accessible location (physical or electronic) for prompt retrieval.

CPO Signature and Date

CEO Signature and Date