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| TO: | Holly M. Johnson, Secretary  Finance and Administration Cabinet |
| FROM: | *Agency head* |
| DATE: | *Include date submitted* |
| SUBJECT: | Request for Increase in Small Purchase Delegation |

The *Agency name* respectfully requests an increase in the agency’s small purchase delegation from *agency’s current limit* to *requested limit (either $10,000 or $20,000).*

In accordance with 200 KAR 5:302, section 2 the following information is provided:

**(a) Total dollars spent each of the two (2) preceding fiscal years under the agency's existing small purchase authority. This should include ProCard and Non-Professional Service expenditures.**

*Provide explanation*

**(b) Number of small purchase transactions represented by those dollar figures for each fiscal year;**

*Provide explanation*

**(c) A description of the agency's organizational structure, which shall demonstrate that the delegation is appropriate to the agency's size and procurement needs;**

*Provide explanation*

**(d) A description of the agency's internal controls, which shall ensure adequate safeguarding of assets and the separation of purchasing, accounting, and receiving functions;**

*Provide explanation*

**(e) Documentation that the agency has prepared and implemented a plan to identify and utilize small business and small minority business suppliers and the agency's future goals in this respect;**

*Provide explanation*

**(f) An action plan showing how the agency plans to reach its goals;**

*Provide explanation*

**(g) Acknowledgment that the agency is aware of, and in compliance with, the provisions of KRS 45A.500 and 200 KAR 5:330 relating to recycled material content products;**

*Provide explanation*

**(h) Every record of control weakness or noncompliance relating to procurement practices issued to the agency by the Auditor of Public Accounts, internal auditors, or the Finance and Administration Cabinet Division of Administrative Policy and Audit, for each of the past two (2) fiscal years, the agency's response to the finding, and any corrective measure taken; and**

*Provide explanation*

**(i) a list of the agency's procurement personnel, below the level of branch manager, to whom the agency will give authority for purchases at the requested higher small purchase limits and their professional purchasing certification or training.**

*Provide explanation*