

Micro-Purchase Procedures

Course Number: 1035

Length: 2 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods:

Course Description

Learn the fundamental guidance on making purchases using micro-purchase procedures, explain the rules that apply, and examine the laws and regulations that govern such purchases. You will leave class with the expertise to carry out your job reliably and effectively after completing immersive exercises and supplemental readings.

Intended Audience

This course is ideal for personnel in technical or program fields who are authorized to make purchases under the micro-purchase thresholds or contracting personnel who need warrant maintenance training.

Course Learning Objectives

- Make purchases using micro-purchase procedures
- Explain the rules that apply to such purchases

Course Additional Features

- Producer Support
- Technical Support Team
- Dedicated In-House Accessibility/Section 508 Compliance
- Student Resource Guides

All details about the Additional Features are available on this page. [Click here to Explore](#)

Course Schedule

DAY ONE	
MORNING	Lesson 1: Introduction to Micro-Purchases
	Lesson 2: Micro-Purchase Authority
LUNCH	
AFTERNOON	Lesson 3: Initiating the Purchase
	Lesson 4: The Source of Supply Decision

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HOMEWORK	Review lessons 1 to 4, read lessons 5 and 6.
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DAY TWO	
MORNING	Lesson 4, continued
	Lesson 5: Micro-Purchase Methods
LUNCH	
AFTERNOON	Lesson 6: Administration and Follow-Up of Micro-Purchases
	Course Evaluation

Learning Methods

Lecture, discussion, practical exercises, and independent readings.

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Finance
- Level: Basic
- CPEs: 16

Professional Development Units (PDUs)

- Credits: 14

Continuous Learning Points (CLPs)

- Credits: 16

Prerequisites

There are no prerequisites for this course.

Pework

There is no prework required for this course.

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Requirements for Successful Completion

Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

Follow-On Resources

- [Ethics in Federal Contracting](#)
- [Simplified Acquisition Procedures](#)

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Ready to Enroll?



See the most recent course information and scheduled classes at this link:
<https://www.managementconcepts.com/course/id/1035>



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