Attachment

NEW OPTION SETS FOR REDUCED SPENDING LIMITS AND ORDERING OFFICERS

Option Set	Account Type	Overall Limit	Purchase Business Limit	Single Transaction Limit[1]
03E02	Micropurchase	$20,000	$20,000	$2,500
03E32	Micropurchase/Travel	$32,000	$20,000	$2,500
03E05	Ordering Officer	$75,000	$75,000	$25,000
03E06	Ordering Officer	$150,000	$150,000	$50,000
03E07	Ordering Officer	$225,000	$225,000	$75,000
03E08	Ordering Officer	$300,000	$300,000	$100,000
03E51	Ordering Officer/Travel	$150,000	$75,000	$25,000
03E52	Ordering Officer/Travel	$150,000	$150,000	$50,000
03E53	Ordering Officer/Travel	$225,000	$225,000	$75,000
03E54	Ordering Officer/Travel	$300,000	$300,000	$100,000

UNCHANGED OPTION SETS AND SPENDING LIMITS

03E30	Warranted Purchase	$2,000,000	$2,000,000	$100,000
03E10	Travel	$12,000		
03E11	Travel Overseas/Exceptional Need	$29,000		
03E12	Travel No ATM	$10,000		
03E13	Travel Fire/Emergency	$50,000		
03E20	Fleet	$5,000		
03E31	Nonwarranted Purchase/Travel	$62,000	$50,000	$2,500
03E35	Nonwarranted Purchase/ Travel Emergency	$84,000	$50,000	$2,500
03E36	Warranted Purchase/ Travel Emergency	$2,000,000	$2,000,000	$100,000
03E40	Invitational Travel	$300,000		

[1] Although ordering officers have higher spending limits for specific contract activities, their spending threshold for all other purchases will remain at $2,500 per single transaction. An ordering officer may only be designated in writing by the Bureau Procurement Chief, Bob Ashworth.