



GSA's Micro-Purchase Delegation of Authority

Directly Purchase Projects and Services Below the Micro-Purchase Threshold

What is GSA's Micro-Purchase Delegation of Authority?

GSA's Micro-Purchase Delegation of Authority allows customers to directly procure projects and services in facilities under the jurisdiction, custody, and control of GSA, as long as the cost of the work is under the micro-purchase threshold. Customers can use this authority to avoid the need for a Reimbursable Work Authorization (RWA) with GSA for the desired project or service. By procuring the work directly, customers can save time, avoid any fee associated with work performed under an RWA, and streamline the execution of those procurements.

Note: to move forward with the micro-purchase, the customer must seek concurrence on a case-by-case basis from their GSA point of contact: GSA's Building/Property Manager if in GSA-owned space, or Lease Administration Manager if in GSA-leased space.

What is the Micro-Purchase Threshold?

The current threshold is \$2,000 for construction and \$2,500 for services. Over the past three fiscal years, nearly 20% of all GSA RWAs were at or under the micro-purchase threshold.

Does GSA's Micro-Purchase Delegation of Authority Apply to All Customers?

The authority to directly procure projects and services is granted to the heads of all executive agencies, and the Administrative Offices of the U.S. Courts, that occupy space in facilities under the jurisdiction, custody, and control of the General Services Administration. The micro-purchase authority can be re-delegated by agency leadership throughout the organization as necessary.

How can Customers Procure Projects or Services at the Building or Local Level?

Customers should share this information with their local acquisition and building/facility associates, as these individuals already work directly with the GSA points of contact noted above in procuring projects and services.

For More Information

For more information about GSA's Micro-Purchase Delegation of Authority, contact your [Regional RWA Manager](#). Full Regional RWA Manager contact information can be found at www.gsa.gov/rwa.