



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 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.

To utilize this Delegation of Authority, the customer must:

1. Have written concurrence for the project by the GSA Building/Property Manager or Lease Administration Manager
2. Have re-delegated this authority from the Agency head to the customer's requesting official
3. Have a project under the micro-purchase threshold.

What is the Micro-Purchase Threshold?

The current threshold is \$2,000 for construction and \$2,500 for services. Customers should validate the micro-purchase threshold as the threshold may change

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 that occupy space in facilities under the jurisdiction, custody, and control of the General Services Administration. Other federal customers should check with the GSA points of contact about the status of the micro-purchase delegation of authority.

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.