

SMALL ORDER PURCHASING PATTERNS

With small order procurements, be aware of your purchasing patterns. A purchasing pattern refers to the usual way in which commodities and services are purchased.

Purchasing patterns include:

- Frequency: How often a purchase is made.
- Quantity: The amount of the commodity or service for each purchase.
- Purchasing method: The repetitive use of the SO method for identical purchases.

Be cautious not to allow split purchasing.

Split purchasing means artificially dividing a purchase that exceeds a purchase limit or threshold into two or more transactions as a means of avoiding the rules or restrictions that apply to purchases above the limit or threshold.

Splitting a purchase into smaller purchases to avoid controls based on purchasing thresholds is a crime under Arkansas law (A.C.A. §19-11-231).

Regular purchases of a commodity or service should be set up as an outline agreement where multiple purchases can be made over a period of time.

To help you determine if the small order procurement method is appropriate for your purchase, review the **Small Order Policy** on the TSS OSP website.

Procurement Law Governs

Remember that procurement law always governs all purchases, and there may be some rare exceptions to different types of small order purchases; for example, leases and printing.

If you have questions, always refer to procurement law and seek the guidance of your supervisor or your agency's legal counsel.

Other Considerations in the SO Process

A P-Card does not track assets in AASIS. Any purchase of capital assets made with a P-Card will require the additional step of tracking that asset. See your supervisor for direction.