

**MARYLAND JUDICIARY  
ADMINISTRATIVE OFFICE OF THE COURTS  
PROCUREMENT AND CONTRACT ADMINISTRATION**

**POLICY IMPLEMENTATION MEMORANDUM PCA 007  
SMALL PROCUREMENT DELEGATION**

**Issued: April 1, 2005  
Revised: June 8, 2010**

**Purpose:**

To delegate procurement authority to the Court of Appeals and its related units, the Court of Special Appeals, the District Court of Maryland, the Administrative Office of the Courts, the Clerk of Court Offices of the Circuit Courts and Court-Related Agencies. Additionally, this policy amendment is intended to streamline the procurement process for small purchases by allowing authorized members to meet operational needs without having to send a formal purchase requisition through the established procurement authorization path.

**Definitions:**

“Small Procurement Regulations” means the delegated authority granted to authorized members of the Maryland Judiciary to purchase commodities and services without having to send a formal purchase requisition through the established procurement path.

“Authorized Members” means members of the Maryland Judiciary and court related units that have been authorized by their Supervisor, Clerk of Court, AOC Unit Director, Administrative Clerk, Commissioner or Executive Staff Member to make purchases on behalf of their unit.

“Capital Equipment” means durable goods such as furniture and fixtures that costs more than \$1,000.

“Information Technology Equipment” means computer hardware, software, peripheral equipment or consulting services.

“Sensitive Item” means an item that costs more than \$250 and falls within the definition of capital equipment and is required to be tracked or accounted for by the Maryland Judiciary. Examples of such items are monitors, printers, laptops, mini docs, cell phones, projectors, cameras, uninterrupted power supplies, validators, switches, routers, hubs, firearms and personal data devices.

“Telecommunications Equipment Systems and Services” means any equipment, hardware or software, and any combination of them used primarily for telecommunication, and any maintenance or services performed on this equipment, hardware or software. Cellular telephones are included in this category.

**Procedure:**

Authorized members of the Maryland Judiciary and its court related units may make purchases of \$2,500 and less in order to meet operational needs without having to send a formal purchase requisition through the established procurement authorization path. Limitations are as follows:

- \$500 and less per procurement transaction for District Court authorized members, including purchases using a Corporate Purchasing Card as issued by the Administrative Office of the Courts.
- \$2,500 per procurement transaction if the purchase is made by an authorized member using a Corporate Purchasing Card as issued by the Administrative Office of the Courts

**Exceptions:**

This policy does not apply to: Capital Equipment, Information Technology Equipment, Sensitive Items and Telecommunications Equipment and Services. Procurement of these goods and services must be made through the formal purchasing procedure (submission of a purchase requisition).

Approved:

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Susan S. Howells  
Director of Procurement and Contract Administration

Approved:

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Frank Broccolina  
State Court Administrator

Approved:

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Robert M. Bell  
Chief Judge, Court of Appeals