



U.S. Department of Justice

Executive Office for United States Trustees

Office of Oversight

441 G Street, N.W., Suite 6150
Washington, D.C. 20530

UPDATES TO THE HANDBOOK FOR CHAPTER 13 TRUSTEES

May 2023

Handbook Chapter 6, Budgets

A.4 Annual and Amended Budgets: Bids for Certain Expenditures for Goods or Services (Page 6-10)

Revised to read as follows:

“The standing trustee shall obtain a minimum of three price quotes, if available, when requesting the United States Trustee to approve an expenditure of \$15,000 or more per year. The limit shall apply to purchases of fixed assets and leases of personal or real property. Approval and bids also must be obtained if the total cost of the lease for personal or real property exceeds \$25,000 over the term of the lease. 28 U.S.C. § 586(b). If the aggregate purchases of items of the same type exceed \$15,000 for the fiscal year, bids and approval must be obtained. 28 U.S.C. § 586(b). The standing trustee need not choose the lowest bid if another bid is the most cost-effective choice for a standing trustee’s needs. [Language modified May 15, 2023.]”

“Consulting contracts and accounting and bookkeeping services over \$5,000 shall require three price quotes, if available. On renewable agreements, such as accounting and bookkeeping services, the standing trustee may ask for costs over a three-year period to avoid having to obtain bids every year. The requirement may also be waived by the United States Trustee if the standing trustee is able to show that three sources for price quotes were not available. [Language modified May 15, 2023.]”

“Approval of legal services is discussed in the Handbook at Chapter 3, section E, employment of attorneys and other professionals. The United States Trustee may waive the requirement for three price quotes for legal expenses. [Language modified May 15, 2023.]”