

Carrizo Springs CISD Purchasing Levels and Requirements

Purchase Commitment Amount	Support Required	Additional Requirements/Forms	RFP/RFQ	Board Approval	Advertising
Purchases with State and Local Funds					
Purchases: \$9,999.99 and below	1 Quote	None	Not Required	Not Required	Not Required
Purchases: \$10,000.00 to \$49,999.99	Multiple Quotes (or purchasing cooperative name/contract #)	None	Not Required	Not Required	Not Required
Purchases: \$50,000.00 and above Competitive Procurement/Texas	Competitive Procurement (Via bid or purchasing cooperative contract) Education Code 44.031	Bid or Co-op Name/Contract # Multiple Quotes	Required	Board Agenda Item Required	Required Two (2) consecutive weeks if RFP/RFQ is required
*SOLE SOURCE PURCHASE \$50,000 and over (Below \$50,000 no Agenda Item)	1 Quote	Sole Source Documentation Executive Director for Financial Services Approval	Not Required	Agenda Item Required if over \$50,000	Not Required
Purchases with Federal Grant Funds					
Purchases: \$9,999.99 and below (Micro-purchase/Fed Funds)	1 Quote, but make sure reasonable pricing	Federal Certifications SAM Vendor Report	Not Required	Not Required	Not Required
Purchases: \$10,000.00 to \$49,999.99 (Small Purchase/Fed Funds)	Multiple Quotes (Co-op/Catalog Purchases, too)	Federal Certifications SAM Vendor Report	Not Required	Not Required	Not Required
Purchases: \$50,000.00 to \$249,999.99 (Small Purchase/Fed Funds) Competitive Procurement/Texas	Competitive Procurement (Via bid or purchasing cooperative contract) Education Code 44.031	Bid or Co-op Name/Contract # Multiple Quotes Federal Certifications SAM Vendor Report	Required	Board Agenda Item Required	Required Two (2) consecutive weeks if RFP/RFQ is required
Purchases: \$250,000.00 and above (Single Acquisition Threshold/Fed)	Competitive Procurement (EDGAR Methods) (Cost/Price Analysis)	Federal Certifications SAM Vendor Report Multiple Quotes (Bid or Proposal Tabulation Form)	Required	Board Agenda Item Required	Required Two (2) consecutive weeks
*SOLE SOURCE PURCHASE \$50,000 and over (Below \$50,000 no Agenda Item)	1 Quote	Sole Source Documentation (TEA Document Justification)	Not Required	Agenda Item Required if over \$50,000	Not Required

*** NOTE: Sole source purchases are highly unlikely and will be reviewed with the utmost scrutiny under any circumstance. It is recommended to adhere to the established thresholds and their respective requirements before resorting to sole source.**