

All Procedures MUST be followed for all requests
 find your \$\$ amount and make sure you meet all procedures that apply

Purchasing Amounts	District Procedures	State Procedures	Federal Procedures	Procedures that need to be followed before request is made
less than \$1,000 *	Any purchase less than \$1,000 does not need to have 3 quotes unless stated by Federal rule (Single Campus)	no procedure for this limit	Any purchase less than \$1,000 that is not on a coop must have 3 quotes for processing (Single Campus)	District for all fund source
\$1,000 or greater for a single purchase *	Any purchase over \$1,000 needs 2 additional quotes for processing (best value practice so if you are not going with lowest vendor include narrative on why)* (Single Campus)	no procedure for this limit	no procedure for this limit	District for all fund source
\$3,000 or greater for all like purchases in a 12 month period *	Any purchase over \$3,000 needs 2 additional quotes for processing (best value practice so if you are not going with lowest vendor include narrative on why)* (Single Campus)	no procedure for this limit	Any commodity (ie software, uniforms, instruments) that go over \$3,000 in a 12 month period need to be competitively procured by the below options* (District wide)	District for local funds District & Federal for categorical funds
\$5,000 or greater for a single items purchase with a unit cost of over \$5,000*	Any single item over \$5,000 needs to be capitalized (Single Campus)	Any single item over \$5,000.00 needs to be capitalized (Single Campus)	Any Single item over \$5,000 needs to be capitalized and have written approval from TEA (Single Campus)	District & State for local funds District & State & Federal for categorical funds
\$50,000 or greater for all like purchases in a 12 month period	Any commodity (ie software, uniforms, instruments) that go over \$50,000 in a 12 month period needs to be vetted through a formal bid process or by quotes inconjunction with a qualified coop (see purchasing for details) (District wide)	Any commodity (ie software, uniforms, instruments) that go over \$50,000 in a 12 month period needs to be vetted through a formal bid process or by quotes inconjunction with a qualified coop (see purchasing for details) (District wide)	Any commodity (ie software, uniforms, instruments) that go over \$50,000 in a 12 month period MUST be vetted through a formal bid process or by quotes inconjunction with a qualified coop (FYI - not all coops met federal guidelines) (District wide)	District & State for local funds District & State & Federal for categorical funds
\$150,000 or greater for all like purchases in a 12 month period	See \$50,000 or greater procedure	See \$50,000 or greater procedure	Any commodity (ie software, uniforms, instruments) that go over \$150,000 must have a price analysis before a purchase is requested (District wide)	Federal for all federal funds purchases only

Any \$ amount vetted through purchasing	If commodity has been vetted through purchasing and we have a contract on file then competitive procurement does not apply at the campus level	If commodity has been vetted through purchasing and we have a contract on file then competitive procurement does not apply at the campus level	If commodity has been vetted through purchasing and we have a contract on file then competitive procurement does not apply at the campus level	no procedure is required
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*Options for Competitive procurement (when purchases meet the threshold you can use 1 of the following)	
3 quotes (best value practice)	Done at campus level and submitted to purchasing when processing requisition
Formal Bid Process (ie RFP, BID, RFQ)	Contact purchasing

Sole source and not getting 3 quotes because vendor is on a coop is no longer a procurement option