

# LACKLAND I.S.D. PURCHASING LEVELS AND REQUIREMENTS

Purchase Commitment Amount	Support Required	Additional Forms	RFP/RFQ	Board Approval	Advertising
<b>Purchases with State and Local Funds</b>					
For purchases Less than \$20,000.00	1 QUOTE	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
For purchases of \$20,000.00 to \$49,999.99	3 QUOTES or (Co-Op/Catalog Purchase: 1 Quote)	3 QUOTE FORM OR CO-OP CONTRACT NO.	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
For purchases over \$50,000.00  Competitive Procurement/Texas	COMPETITIVE PROCUREMENT  (Education Code 44.031)	BID OR PROPOSAL TABULATION FORM	REQUIRED	BOARD AGENDA ITEM REQUIRED	REQUIRED  Two (2) consecutive weeks
SOLE SOURCE PURCHASE \$50,000.00 and over (Below \$50,000 no Agenda Item)	1 QUOTE	SOLE SOURCE AFFIDAVIT	NOT REQUIRED	AGENDA ITEM REQUIRED	NOT REQUIRED
<b>Purchases with Federal Grant Funds</b>					
For purchases Less than \$10,000.00  (Micro-purchase/Fed Funds)	1 QUOTE	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
For purchases of \$10,000.00 to \$49,999.99  (Small purchase/Fed Funds)	3 QUOTES  (Co-Op/Catalog Purchase, too)	3 QUOTE FORM	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
For purchases over \$50,000.00 (Small purchase/Fed Funds) Competitive Procurement/Texas	COMPETITIVE PROCUREMENT  (Education Code 44.031)	BID OR PROPOSAL TABULATION FORM	REQUIRED	BOARD AGENDA ITEM REQUIRED	REQUIRED  Two (2) consecutive weeks
For purchases over \$250,000.00  Single Acquisition Threshold/Fed	COMPETITIVE PROCUREMENT (Sealed Bids or Competitive Proposals)	SCORE CARD	REQUIRED	AGENDA ITEM REQUIRED	REQUIRED  Two (2) consecutive weeks
SOLE SOURCE PURCHASE \$50,000.00 and over (Below \$50,000 no Agenda Item)	1 QUOTE	SOLE SOURCE AFFIDAVIT  (Approval from TEA)	NOT REQUIRED	AGENDA ITEM REQUIRED	NOT REQUIRED