

BARBERS HILL I.S.D. PURCHASING LEVELS AND REQUIREMENTS

| Purchase Commitment Amount | Support Required | Additional Forms | RFP/RFQ | Board Approval | Advertising | Form 1295 Disclosure (Contracts Only) |
|--|--|---|--------------|----------------------|--|--|
| Purchases with State and Local Funds | | | | | | |
| For purchases Less than \$10,000.00 | 1 QUOTE | NOT REQUIRED | NOT REQUIRED | NOT REQUIRED | NOT REQUIRED | NOT REQUIRED |
| For purchases of \$10,000.01 to \$49,999.99 | *3 QUOTES or Co-Op** | 3 QUOTE FORM | NOT REQUIRED | NOT REQUIRED | NOT REQUIRED | NOT REQUIRED |
| For purchases over 50,000.00 (single or in the aggregate by vendor) | FORMAL BIDS or CO-OP** | BID ANALYSIS | REQUIRED | AGENDA ITEM REQUIRED | REQUIRED | REQUIRED |
| Purchases with Federal Grant Funds (EDGAR) | | | | | | |
| Sole Source Purchasing with Federal Funds requires TEA approval, no matter the purchase amount. | | | | | | |
| For purchases below \$10,000.00 in the aggregate by category | 1 QUOTE | NOT REQUIRED | NOT REQUIRED | NOT REQUIRED | NOT REQUIRED | NOT REQUIRED |
| *For purchases \$10,000.01 to \$49,999.99 in the aggregate by category | *3 QUOTES or CO-OP** | 3 QUOTE FORM | NOT REQUIRED | NOT REQUIRED | NOT REQUIRED | NOT REQUIRED |
| Purchases between \$50,000 to \$250,000 in the aggregate by category | FORMAL BIDS or CO-OP** | CONTACT BUSINESS OFFICE FOR ADDITIONAL GUIDANCE | REQUIRED | REQUIRED | REQUIRED *two (2) consecutive weeks | REQUIRED |
| Purchases over \$250,000 | FORMAL BIDS (Education Code 44.031) | CONTACT BUSINESS OFFICE FOR ADDITIONAL GUIDANCE | REQUIRED | REQUIRED | REQUIRED *two (2) consecutive weeks | REQUIRED |

*At least one quote must be from a purchasing cooperative. A list of eligible co-ops can be found on the Business Office webpage [BHISD Member Co-ops](#).

**If using a Co-Op include contract number for item(s) being purchased on purchase order.