

CARROLL ISD PURCHASING LEVELS AND REQUIREMENTS

PURCHASE COMMITMENT AMOUNT	SUPPORT REQUIRED	ADDITIONAL REQUIREMENTS	BID/RFP/RFQ	BOARD APPROVAL	ADVERTISING
PURCHASES WITH LOCAL AND STATE FUNDS					
FOR PURCHASES LESS THAN \$10,000	1 QUOTE	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
FOR PURCHASES OF \$10,000 TO \$49,999.99	3 QUOTES (OR PURCHASING COOPERATIVE NAME/CONTRACT #)	3 QUOTES or PURCHASING COOPERATIVE NAME/CONTRACT #	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
FOR PURCHASES \$50,000 AND ABOVE	COMPETITIVE PROCUREMENT (VIA BID OR PURCHASE COOPERATIVE NAME/CONTRACT #) (Education Code 44.031)	BID OR PROPOSAL TABULATION FORM (PURCHASE COOPERATIVE NAME/CONTRACT #) (Education Code 44.031)	REQUIRED	REQUIRED	REQUIRED (2 consecutive weeks)
SOLE SOURCE PURCHASE \$50,000 AND OVER	1 QUOTE	SOLE SOURCE AFFIDAVIT	NOT REQUIRED	REQUIRED IF \$50,000+ NOT REQUIRED IF <\$50K	NOT REQUIRED

PURCHASE COMMITMENT AMOUNT	SUPPORT REQUIRED	ADDITIONAL REQUIREMENTS	BID/RFP/RFQ	BOARD APPROVAL	ADVERTISING
PURCHASES WITH FEDERAL GRANT FUNDS					
FOR PURCHASES LESS THAN \$10,000	1 QUOTE	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
FOR PURCHASES \$10,000 TO \$49,999.99 (MICRO PURCHASE)	3 QUOTES (OR PURCHASING COOPERATIVE NAME/CONTRACT #)	3 QUOTES (OR PURCHASING COOPERATIVE NAME/CONTRACT #)	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
FOR PURCHASES \$50,000 TO \$249,999.99	COMPETITIVE PROCUREMENT (VIA BID OR PURCHASE COOPERATIVE NAME/CONTRACT #) (Education Code 44.031)	BID OR PROPOSAL TABULATION FORM (OR PURCHASE COOPERATIVE NAME/CONTRACT #) (Education Code 44.031)	REQUIRED	REQUIRED	REQUIRED (2 consecutive weeks)
FOR PURCHASES OVER \$250,000	COMPETITIVE PROCUREMENT (Sealed Bids or Competitive Proposals)	SCORE CARD (Bid/Proposal Evaluation Form)	REQUIRED	REQUIRED	REQUIRED (2 consecutive weeks)
SOLE SOURCE PURCHASE \$50,000 AND OVER	1 QUOTE	SOLE SOURCE AFFIDAVIT	NOT REQUIRED	REQUIRED IF \$50,000+ NOT REQUIRED IF <\$50K	NOT REQUIRED