

LWISD PURCHASING LEVELS AND REQUIREMENTS

revised July 2022

Purchase Commitment Amount	Support Required	Additional Forms	RFP/RFQ	Board Approval	Advertising
Purchases *					
Less than \$25,000 [Micro-Purchase]	1 QUOTE FROM APPROVED VENDOR	Not Required	Not Required	Not Required	Not Required
\$25,000 to less than \$50,000 [Small Purchase]	2 QUOTES FROM APPROVED VENDORS	Not Required	Not Required	BOARD APPROVAL REQUIRED	Not Required
\$50,000 to less than \$250,000	2 QUOTES from awarded bidder <i>or</i> Interlocal CO-OP <i>or</i> RFP	CO-OP CONTRACT # <i>or</i> RFP # <i>or</i> BID # (with Tabulation Form)	REQUIRED only if bid out	BOARD APPROVAL REQUIRED	REQUIRED only if bid out
	(TEC 44.031)				Two (2) consecutive weeks
\$250,000 and over	COMPETITIVE PROCUREMENT	BID OR PROPOSAL TABULATION FORM	REQUIRED	BOARD APPROVAL REQUIRED	REQUIRED
	Sealed Bids or Competitive Proposals (EDGAR 200.320)				Two (2) consecutive weeks
SOLE SOURCE	1 QUOTE	Approved SOLE- SOURCE REQUEST form	Not Required	BOARD APPROVAL REQUIRED AT \$25K	Not Required

**Purchases made with Federal Funds will be assigned commodity code(s).*