So you need to buy a Good, what’s next?

Is your item a:

- Computer or Printer
- Furniture or Appliance
- Portable & Attractive
- iPad or Tablet
- Texbook $1,000 +
- Cell Phone or Copier
- Title I or Special ED
- Grant for Federal Funds
- Grants for other funds

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Enter a service desk ticket to get quote from T.S.

Contact Facilities to discuss your purchase

Follow District flowchart on P&A items

Goods under $3,500 for schools or $5,000 for departments

Contact Tech Services to discuss your purchase

Follow the Title I Handbook

Follow Grant Regulation / Guidelines

Follow grant contract / award requirements

Goods under $3,500 for schools or $5,000 for departments

Use appropriate voucher or Pcard for purchase

Start

Enter a requisition in PeopleSoft

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Is your item a:

- Goods $3,500 for schools or $5,000 for departments to $24,999
  - Obtain 2 vendor quotes or utilize a cooperative contract with 1 quote
  - Enter a requisition in PeopleSoft
  - Purchasing department may obtain additional quotes

- Goods $25,000 to $49,999
  - Obtain minimum 2 vendor quotes or utilize a cooperative contract with 1 quote
  - Enter a requisition in PeopleSoft

- Goods $50,000 to $174,999
  - Formal solicitation process required - contact Purchasing to discuss
  - Enter a requisition in PeopleSoft
  - Purchasing department will secure bids from formal solicitation or may use cooperative contract

- Goods over $175,000
  - Formal solicitation process required - contact Purchasing to discuss
  - Secure Board approval with BAI
  - Enter a requisition in PeopleSoft
  - Purchasing department will secure bids from formal solicitation or may use cooperative contract

Items that do not need a REQ at any $ amount - Postage, Field Trips, Memberships, Fundraising Items, Tuition