

# ELGIN ISD PURCHASING LEVELS AND REQUIREMENTS

FEDERAL FUNDS THRESHOLDS					
Federal Method	Purchase Commitment Amount	Supporting Documentation Attached to PO Ascender	RFP/BID	Statute/Regulation/Policy	Board Approval
Micro	Purchases \$0.01 to \$9,999.99 in the aggregate (by commodity) with AWARDED VENDORS or COOPERATIVE	1 Quote & Justification Form	NOT REQUIRED	2 C.F.R. §200.320 & Local policy or procedures	NOT REQUIRED
Small <sup>1</sup>	Purchases \$10,000 to \$49,999.99 in the aggregate (by commodity) with AWARDED VENDORS or COOPERATIVE	3 Quotes & Justification Form	NOT REQUIRED	2 C.F.R. §200.320 & Local policy or procedures	NOT REQUIRED
Small <sup>2</sup>	Purchases \$50,000 to \$249,999.99 in the aggregate (by commodity) with AWARDED VENDORS or COOPERATIVE	Bid Documents & Justification	REQUIRED	Annual Aggregate total per TX Education Code 44.031(a) & 2 C.F.R. §200.320	REQUIRED
Simplified Acquisition Threshold (SAT)	Purchases \$250,000 and above	INDEPENDENT ESTIMATE PRIOR TO FORMAL BID & PRICE AND/OR COST ANALYSIS AFTER FORMAL BID REQUIRED	REQUIRED	Annual Aggregate total per TX Education Code 44.031(a) & 2 C.F.R. §200.320	REQUIRED
ALL OTHER NON-FEDERAL FUNDS THRESHOLDS					
Micro	Purchases \$0.01 to \$9,999.99 in the aggregate (by commodity) with AWARDED VENDORS or COOPERATIVE	1 Quote	NOT REQUIRED	2 C.F.R. §200.320 & Local policy or procedures	NOT REQUIRED
Small	Purchases \$0.01 to \$49,999.99 in the aggregate (by commodity) with AWARDED VENDORS or COOPERATIVE	3 Quotes & Justification Form	NOT REQUIRED	Annual Aggregate total per TX Education Code 44.031(a)	NOT REQUIRED
	Purchases \$50,000 and above in the aggregate (by commodity) with AWARDED VENDORS or COOPERATIVE	Bid Documents & Justification	REQUIRED	Annual Aggregate total per TX Education Code 44.031(a) & Local policy or procedures	REQUIRED

Best Practice is to obtain multiple-quotes to ensure fiscally responsible purchasing.