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| Purchase Commitment Amount | Support Required | Formal Solicitation | Legal Notice | Board Approval |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|----------------|
| *Less than \$2500.00 | Use of any RISD approved vendor or vendor available through a Purchasing Cooperative of inter-local agreement. | Not Required | Not Required | Not Required |
| \$2500.00 or more | (3) <u>Verbal</u> quotes from an approved vendor; Quote may be by telephone or internet; documentation should be included with requisition | Not Required | Not Required | Not Required |
| \$10,000.00 or more | (3) <u>Written</u> quotes from an approved vendor; documentation should be included with requisition | Not Required | Not Required | Not Required |
| \$50,000.00 or more | Dept. should forward specifications to Purchasing Department for Formal Solicitation | Proper notice is given to allow for preparation of bid documents, posting of legal notice, acceptable deadline for submissions and evaluation period. | Notice is posted for 2-weeks in paper of record for Rockwall County | Not Required |
| \$100,000.00 or more | Dept. should forward specifications to Purchasing Department for Formal Solicitation | See Above: additional time is required for recommendation preparation and presentation to the Board of Trustees. | Notice is posted for 2-weeks in paper of record for Rockwall County | Required |

Rockwall ISD Purchasing Levels and Requirements
 *Off Contract = Purchases for goods/services that could not be combined in any "category" in which total expenditures could meet and/or exceed the \$50,000.00 threshold for the aggregate 12-month period.