

# **PURCHASING GUIDELINES SCHOOLS**

## **Purchases that do not require quotations:**

- Λ Requisitions under \$ 3,000.00
- Λ Sole Source Items
  - Π Need Written Verification
- Λ State Contract Items
  - Π [www.doa.state.la.us/osp/osp.htm](http://www.doa.state.la.us/osp/osp.htm)
  - Π Unlimited Dollar Amount

## **Purchases that require three (3) written or FAX quotations:**

- Λ Requisitions from \$ 3,000.00 - \$ 4,999.99

## **Purchases that require three (3) written, sealed quotations:**

- Λ Requisitions from \$ 5,000.00 - \$ 19,999.99

## **Purchases that require formally advertised and sealed bids:**

- Λ Requisitions over \$ 20,000.00
  - Π Handled by the Purchasing Department (except State Contracts and Sole Source items)



# **PURCHASING GUIDELINES CENTRAL OFFICE**

## **Purchases that do not require quotations:**

- Λ Requisitions under \$ 4,500.00
- Λ Sole Source Items
  - Π Need Written Verification
- Λ State Contract Items
  - Π [www.doa.state.la.us/osp/osp.htm](http://www.doa.state.la.us/osp/osp.htm)
  - Π Unlimited Dollar Amount

## **Purchases that require three (3) written or FAX quotations:**

- Λ Requisitions from \$ 4,500.00 - \$ 29,999.99

## **Purchases that require formally advertised and sealed bids:**

- Λ Requisitions over \$ 30,000.00
  - Π Handled by the Purchasing Department (except State Contracts and Sole Source items)