

FORT WORTH ISD PURCHASING LEVELS AND REQUIREMENTS

FEDERAL FUNDS THRESHOLDS					
Federal Method	Purchase Commitment Amount	Supporting Documentation Attached to Requisition	SOLICITATION	Statute/Regulation/Policy	Board Approval
Micro	Purchases \$1 to \$49,999 in the aggregate (by commodity) with AWARDED VENDORS COOPERATIVE	3 Quotes	REQUIRED	2 C.F.R. §200.320 & Local policy or procedures	NOT REQUIRED
Small	Purchases \$50,000 to \$249,999 in the aggregate (by commodity) with AWARDED VENDORS or COOPERATIVE	3 Quotes	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 SOLICITATION & PRICE/COST ANALYSIS PRIOR TO AWARD	REQUIRED	Annual Aggregate total per TX Education Code 44.031(a) & 2 C.F.R. §200.320	REQUIRED
Small or SAT	SOLE SOURCE Purchase utilizing FEDERAL FUNDS	TEA APPROVED SOLE SOURCE 1 Quote	NOT REQUIRED	2 C.F.R. §200.320 & Local policy or procedures	REQUIRED IF PURCHASE ORDER IS =>\$50,000
ALL OTHER NON-FEDERAL FUNDS THRESHOLDS					
	Purchases \$1 to \$49,999 in the aggregate with AWARDED VENDORS or COOPERATIVE	1 Quote	REQUIRED	Annual Aggregate total per TX Education Code 44.031(a)	NOT REQUIRED
	Purchases \$50,000 and above in the aggregate with AWARDED VENDORS or COOPERATIVE	3 Quotes	REQUIRED	Annual Aggregate total per TX Education Code 44.031(a) & Local policy or procedures	REQUIRED
	Purchases \$50,000 and above in the aggregate with NON-AWARDED VENDORS	FORMAL SOLICITATION	REQUIRED	Annual Aggregate total per TX Education Code 44.031(a) & Local policy or procedures	REQUIRED
	SOLE SOURCE	PURCHASING DEPARTMENT APPROVED NOTARTIZED SOLE SOURCE AFFIDAVIT & 1 Quote	NOT REQUIRED	TX Education Code 44.031(a) & Local policy or procedures	REQUIRED IF PURCHASE ORDER IS =>\$50,000