

CALLEN ISD
PURCHASING LEVELS AND REQUIREMENTS
FISCAL YEAR 2025-2026



CALLEN ISD PURCHASING LEVELS AND REQUIREMENTS					
	Purchasing Limit	Purchasing Procedure	Additional Forms Required	Competitive Procurement	Board Approval
1	Less than \$49,999.99 (Micro-purchase)	1 QUOTE or COOPERATIVE PURCHASE	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
2	\$50,000 to \$99,999.99 (Small Purchase)	3 QUOTE or COOPERATIVE PURCHASE	PRICE QUOTE TABULATION	NOT REQUIRED	NOT REQUIRED
3	\$100,000 to \$249,999.99 (\$50,000 to \$249,999.99 Small purchase) (\$250,000 and above Single Acquisition Threshold)	COMPETITIVE PROCUREMENT	<ul style="list-style-type: none"> Follow TEC 44.031 and 2 CFR Part 200 (EDGAR) BID or PROPOSAL TABULATION COST PRICE ANALYSIS 	REQUIRED	REQUIRED
5	Cooperative Purchase - \$100,000 and above	3 QUOTES	PRICE QUOTE TABULATION	NOT REQUIRED	REQUIRED
6	Sole Source Purchase	Not Allowed per CISD Policy and Procedures – Follow applicable methods above			

NOTE:

- The purchasing limit threshold shall be determined by expenditures for “like-items” (commodity codes) **in the aggregate** over a fiscal year (September 1st through August 31st) across all funding sources.
- The District shall adhere to the **most restrictive** federal regulations, state laws, local policies and/or procedures when the guidance documents are in conflict.
- The District has applied for and received approval to **increase the micro-purchase threshold** from \$10,000.00 to \$49,999.99 from Texas Education Agency (TEA) for general fund and grant fund purchases, and Texas Department of Agriculture (TDA) for food service fund purchases.