

SBCISD Local Purchasing Thresholds

(Accounts starting with any number except 2XX-3XX)

Purchase Commitment Amount	Backup Documentation	Additional Forms	Formal Bid	Board Approval	Advertising
Up to \$4,999.99	1 QUOTE From an SBCISD Board Approved Vendor Or Approved Purchasing Coop. If order to a non- vendor of record must supply justification	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
\$5,000.00 to \$49,999.99	3 QUOTES From an SBCISD Board Approved Vendor Or Approved Purchasing Coop. If order to a non- vendor of record must supply justification	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
\$50,000.00+	FORMAL BIDS Education Code 44.031	FORMAL SPECIFICATIONS	REQUIRED	BOARD AGENDA ITEM REQUIRED	REQUIRED Two consecutive weeks
SOLE SOURCE PURCHASE	SOLE SOURCE AFFIDAVIT	NOT REQUIRED	NOT REQUIRED	BOARD AGENDA ITEM REQUIRED \$50,000+	NOT REQUIRED
PURCHASING COOPERATIVE Up to \$4,999.99	1 QUOTE Written quote	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
PURCHASING COOPERATIVE \$5,000.00+	3 QUOTES Written quotes	NOT REQUIRED	NOT REQUIRED	BOARD AGENDA ITEM REQUIRED \$50,000+	NOT REQUIRED

Any exceptions to above must be approved by Superintendent or designee.

SBCISD Federal Purchasing Thresholds (Accounts starting with 2XX-3XX)

Purchase Commitment Amount	Backup Documentation	Additional Forms	Formal Bid	Board Approval	Advertising
Up to \$4,999.99	3 QUOTES If 3 not possible must document effort to acquire 3 quotes with appropriate vendors (1 quote allowed only if we have not met total of \$9,999.99 district-wide with respective commodity or if pricing is from an SBCISD line item bid)	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
\$5,000.00 to \$49,999.99	3 QUOTES If 3 not possible must document effort to acquire 3 quotes with appropriate vendors (If pricing is from an SBCISD line item bid, no further action required)	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
\$50,000.00 TEC 44.031 Threshold for Competitive bids \$50,000.00+	FORMAL BIDS Education Code 44.031	FORMAL SPECIFICATIONS	REQUIRED	BOARD AGENDA ITEM REQUIRED	REQUIRED Two consecutive weeks
SOLE SOURCE PURCHASE \$5,000 to \$250,000	FEDERAL REGULATIONS REQUIRE TO SHOW EFFORT TO EVALUATE OTHER VENDORS MINIMUM OF 3	SOLE SOURCE AFFIDAVIT, PURCHASE ORDER COMPLIANCE FORM AND TEA APPROVAL	REQUIRED AT \$250,000	AGENDA ITEM IS REQUIRED AFTER TEA APPROVAL IF OVER \$50,000	REQUIRED AT \$250,000 Two consecutive weeks
PURCHASING COOPERATIVE Up to \$4,999.99	3 QUOTES If 3 not possible must document effort to acquire 3 quotes	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
PURCHASING COOPERATIVE \$5,000.00 to \$250,000.00	3 QUOTES If 3 not possible must document effort to acquire 3 quotes	NOT REQUIRED	REQUIRED AT \$250,000	BOARD AGENDA ITEM REQUIRED \$50,000+	REQUIRED AT \$250,000 - Two consecutive weeks

Any exceptions to above must be approved by Superintendent or designee.

SBCISD Local Purchasing Thresholds for Maintenance

(Accounts starting with any number except 2XX-3XX)

Purchase Commitment Amount	Backup Documentation	Additional Forms	Formal Bid	Board Approval	Advertising
Up to \$9,999.99	1 QUOTE From an SBCISD Board Approved Vendor Or Approved Purchasing Coop. If order to a non- vendor of record must supply justification	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
\$10,000.00 to \$49,999.99	3 QUOTES From an SBCISD Board Approved Vendor Or Approved Purchasing Coop. If order to a non- vendor of record must supply justification	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
\$50,000.00+	FORMAL BIDS Education Code 44.031	FORMAL SPECIFICATIONS	REQUIRED	BOARD AGENDA ITEM REQUIRED	REQUIRED Two consecutive weeks
SOLE SOURCE PURCHASE	SOLE SOURCE AFFIDAVIT	NOT REQUIRED	NOT REQUIRED	BOARD AGENDA ITEM REQUIRED \$50,000+	NOT REQUIRED
PURCHASING COOPERATIVE Up to \$9,999.99	1 QUOTE Written quote	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
PURCHASING COOPERATIVE \$10,000.00+	3 QUOTES Written quotes	NOT REQUIRED	NOT REQUIRED	BOARD AGENDA ITEM REQUIRED \$50,000+	NOT REQUIRED

Any exceptions to above must be approved by Superintendent or designee.