WIMBERLEY ISD
PURCHASING LEVELS AND REQUIREMENTS
(FOR THE PURCHASE OF SUPPLIES/MATERIALS OR CONTRACTED SERVICES)

Purchase Commitment Amount	Support Required	Additional Forms	RFP/RFQ	Agenda Item for Board Approval	Advertising	Debarted Confirmation (SAM)
PURCHASES TO BE MADE WITH STATE AND LOCAL FUNDS						
For purchases **Less than $3,500.00**	1 QUOTE	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
For purchases **$3,500.00 to $99,999.00**	AT LEAST 2 QUOTES (1 QUOTE IF PURCHASING FROM A COOPERATIVE)	2 QUOTE FORM OR COOP CONTRACT NO.	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
For purchases over $99,999.00 in the aggregate	COMPETITIVE PROCUREMENT (Education Code 44.031)	BID OR PROPOSAL TABULATION FORM	REQUIRED	REQUIRED	**REQUIRED One (1) time for two (2) consecutive weeks**	NOT REQUIRED
SOLE SOURCE PURCHASES $3,500.00 and Over	1 QUOTE	SOLE SOURCE AFFIDAVIT	REQUIRED OVER $99,999	REQUIRED OVER $99,999	REQUIRED IF PROCURING One (1) time for two (2) consecutive weeks	NOT REQUIRED
PURCHASES TO BE MADE WITH FEDERAL FUNDS						
CHILD NUTRITION PROGRAM ONLY (Equal to or more than $10,000.00 p/unit)	AT LEAST 2 QUOTES (1 QUOTE IF PURCHASING FROM A COOPERATIVE)	2 QUOTE FORM OR COOP CONTRACT NO.	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	**MUST ACQUIRE TDA APPROVAL**
For Micro-Purchases **Less than $15,000.00 in the aggragate**	1 QUOTE	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
For purchases **$15.000.00 to $99,999.00 in the aggragate**	AT LEAST 2 QUOTES (1 QUOTE IF PURCHASING FROM A COOPERATIVE)	2 QUOTE FORM OR COOP CONTRACT NO.	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	REQUIRED
For purchases over $99,999.00 per unit or in the aggregate	COMPETITIVE PROCUREMENT (Education Code 44.031)	BID OR PROPOSAL TABULATION FORM	REQUIRED	REQUIRED	**REQUIRED One (1) time for two (2) consecutive weeks**	REQUIRED
SOLE SOURCE PURCHASES $15,000.00 and Over	1 QUOTE	SOLE SOURCE AFFIDAVIT	REQUIRED OVER $99,999	REQUIRED OVER $99,999	REQUIRED IF PROCURING One (1) time for two (2) consecutive weeks	NOT REQUIRED

Updated: 10/29/2025