Purchase Commitment Amount	Purchasing Method MOC Requirement	Additional Requirements	Needed for Solicitation	Board Approval
For purchases of **$0 - $15,000** **Using General Funds**	**1 QUOTE** *from Approved Vendor List or Vendor awarded per RFP	Attach Quote to Requisition	No Additional Requirements	NOT REQUIRED
For purchases of **$15,001 - $99,999** **Using General Funds**	**3 QUOTES** *from bid awarded vendor	Attach all 3 quotes or Tabulation Summary to Requisition	No Additional Requirements	NOT REQUIRED
For purchases over **$100,000** **Using General Funds**	**Formal RFP, Bids,** per Board Policy / TEA **2 OR More proposals/quotes needed**	This is a Formal Procurement Process, therefore we ask you to Collaborate with Purchasing to issue a proper Solicitation and ensure ALL requirements are met. Terms & Conditions may apply	**Specifications / Scope of Services and other Requirements**	Requires Board Approval if over $100,000 **Board Policy**
Purchases using **Cooperatives and Interlocal Agreements - $0 - $15,000** **Using General Funds**	**1 QUOTE** *from Approved Coop / Interlocal Vendor	Attach Quote to Requisition	No Additional Requirements	NOT REQUIRED
For Cooperative Purchases of **$15,001 - $99,999** **Using General Funds**	**3 QUOTE** *from Approved Coop / Interlocal Vendor	Attach all 3 quotes or Tabulation Summary to Requisition	Consult with Purchasing prior to obtaining quotes. Other legal Terms and Conditions may apply	NOT REQUIRED
For Cooperative Purchases of **$100,000 or greater.** **Using General Funds**	Formal Request for Coop Quotes Required CONTACT PURCHASING	This is a Formal Procurement Process, therefore we ask you to Collaborate with Purchasing to issue a proper Solicitation and ensure ALL requirements are met. Terms & Conditions may apply	**Specifications / Scope of Services and other Requirements**	Requires Board Approval only if over $500,000 **Board Policy**