



CALALLEN ISD **PURCHASING LEVELS AND REQUIREMENTS** **FISCAL YEAR 2026-2027**

CALALLEN ISD PURCHASING LEVELS AND REQUIREMENTS					
Purchase Amount	Purchase Procedure	Additional Forms Required	Competitive Procurement	Advertising	Board Approval
Less than \$99,999.99 (Micro-purchase)	1 QUOTE	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
\$100,000 and over (\$100,000 to \$349,999.99 Small purchase) (\$350,000 and above Single Acquisition Threshold)	COMPETITIVE PROCUREMENT or COOPERATIVE PURCHASE	- Follow TEC 44.031 and 2 CFR Part 200 (EDGAR) - BID or PROPOSAL TABULATION - COST PRICE ANALYSIS	REQUIRED Or - 3 Cooperative Purchasing Quotes	REQUIRED For two (2) consecutive weeks	REQUIRED

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. ***See table below for further details.***
- The District has applied for and received approval to ***increase the micro-purchase threshold*** from \$10,000.00 to \$99,999.99 from Texas Education Agency (TEA) for general fund and grant fund purchases, and Texas Department of Agriculture (TDA) for food service fund purchases.

PURCHASES, INCLUDING PURCHASING COOPERATIVES, MUST DEMONSTRATE COMPLIANCE WITH THE MOST RESTRICTIVE PROCUREMENT REQUIREMENTS:

Filled cells and bold text denotes the most restrictive rules that must be followed.

AMOUNT	LOCAL REQUIREMENTS	STATE REQUIREMENTS	FEDERAL EDGAR REQUIREMENTS
\$1 - \$15,000 \$99,999.99 Aggregate	<i>Self-certification of micro-purchase threshold increase to \$49,999.99</i>	TEC, §44.031 – no formal requirements, suggests policy	\$200.320(a)(1) micro-purchase – reasonable cost, and, as practicable, equally distributed among vendors
\$15,001 – \$99,999 Aggregate	None	TEC, §44.031 – no formal requirements, suggests policy	\$200.320(a)(2) simplified acquisition – price quotes from an adequate number of vendors
\$100,000 - \$350,000 Aggregate	School Board Approval Required	TEC, §44.031, requirements (choose best option for school system) 1. Competitive bidding 2. Competitive sealed proposals 3. RFP 4. Interlocal contract 5. RFQ 6. Reverse auction 7. Formation of political subdivision corporation	200.320(a)(2) simplified acquisition – price quotes from an adequate number of vendors

AMOUNT	LOCAL REQUIREMENTS	STATE REQUIREMENTS	FEDERAL EDGAR REQUIREMENTS
\$350,001+	School Board Approval Required	TEC, §44.031, requirements (choose best option for school system) 1. Competitive bidding 2. Competitive sealed proposals 3. RFP 4. Interlocal contract 5. RFQ 6. Reverse auction 7. Formation of political subdivision corporation	00.320(b)(1) sealed bids and proposals; (b)(2) IFB, RFP, or RFQ only §200.324 LEA is required to conduct cost or price analysis on all procurements.
Non-Competitive/Sole Source	Not allowed per District procedures, must utilize micro-purchase, small purchase, or qualified purchasing co-operatives, unless explicitly allowed by the granting agency or Texas Education Agency (TEA).	TEC, §44.031 – Sole source allowed if existence of a patent, copyright, secret process, or monopoly.	§200.320(c) Noncompetitive Proposal: 1. Micro-purchase 2. Available from a single source 3. Public exigency or emergency 4. Prior Approval by authorized agency (TEA) 5. No competition – only one bid/proposal received after attempting competition

NOTE: Source Document: <https://tea.texas.gov/about-tea/news-and-multimedia/correspondence/taa-letters/federal-grant-threshold-changes-update>