

FY-2025-2026 Purchasing Threshold Information

Crowley ISD Purchasing Procedures, Levels and Requirements					
Purchase Commitment Amount <u>in the Aggregate</u> annually TEC 44.031	Supporting Document Required (multiple quotes must be of the “like” or “similar” in product and or services)	Additional Information needed on requisition such as how vendor is deemed advantageous to the district needs. (Federal Funds Purchase, request Form, etc. are required to be attached)	RFP/RFQ/Approved District Vendor (can be from CISD awarded bid, affiliated inter-local agreement and or affiliated purchasing cooperative)	Board Approval Prior to Purchase (Exception- CISD will advise the Board of purchases \$100,000 or more subsequently on ALL purchases that fall under CISD CH(Local) Board Policy.) See CH(Local) for Exceptions	Advertising (Not Required or Required)
Purchases with State and Local Funds					
For purchases \$0.01-\$100,000 TEC. 44.031	1 quote from approved vendor	Not Required	Approved District Vendor	Yes, for any one purchase that falls within \$100,000 or more. (See CH(Local) for exceptions)	Not Required
For purchases \$100,001 or more Texas Senate Bill 1173 was passed and amount updated on September 1, 2025 TEC. 44.031	Sealed bids or competitive proposals required. This includes either district bid or affiliated CISD purchasing cooperative contract	Yes. Provide additional information on requisition	Approved District Vendor	Yes, for any one purchase that falls within \$100,000 or more. (See CH(Local) for exceptions)	Yes Required
Purchases with Federal Grant Funds					
Micro-Purchase Threshold: For purchases \$0.01-\$15,000	Required 3 quotes from approved vendor unless RFP was Edgar compliant and awarded	Yes. Provide additional information on requisition	Approved District Vendor	NO	Not Required

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EDGAR 200.320(a) Updated Amount on November 6, 2025	to specific vendor or TEA has provided TEA Request for Noncompetitive Procurement (Sole-Source) Approval or if the purchase is for allowable registration to a conference and training classes and travel trips for both students and or staff				
Simplified Acquisition Threshold: For purchases \$15,001-\$350,000 EDGAR 200.320(b) Updated Amount on November 6, 2025	Required 3 quotes from approved vendor unless RFP was Edgar compliant and awarded to specific vendor or TEA has provided TEA Request for Noncompetitive Procurement (Sole-Source) Approval or if the purchase is for allowable registration to a conference and or training classes and travel trips for both students and or staff	Yes. Provide additional information on requisition	Approved District Vendor	Yes, for any one purchase that falls within \$100,000 or more. (See CH(Local) for exceptions)	Not Required
Procurement by Sealed Proposal: For any purchase \$350,001 or greater EDGAR 200.320(b) Updated Amount on November 6, 2025 Post Cost Analysis must be completed if	Sealed bids or competitive proposals	Cost or price analysis is required	Awarded vendor that will provide best value to the district	YES. Board Approval is needed	Yes Required

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only one bid response is received.					
Purchase with Food Service Funds (240 and 242) Must Follow TDA Guidelines					
Micro-Purchase Threshold: For purchases \$0.01-\$15,000 **Updated as of February 2025 per Arm 17a documentation. **Updated Micro Threshold in Oct. 2025.	Recommended 2 quotes from approved vendors unless RFP was TDA compliant and awarded to specific vendor or TDA has provided TDA Approval for Noncompetitive Procurement (Sole-Source)	Yes. Provide additional information on requisition	Approved District Vendor	NO	Not Required
Small Purchase Threshold: For purchases \$15,001 to \$100,000 **Updated as of September 2025 per Arm 17a documentation. ≤\$100,000 is the TEA threshold adopted by TDA	Required 3 quotes from approved vendors unless RFP was TDA compliant and awarded to specific vendor or TDA has provided TDA Approval for Noncompetitive Procurement (Sole-Source)	Yes. Provide additional information on requisition	Approved District Vendor	Yes, for any one purchase that falls within \$100,000 or more. (See CH(Local) for exceptions)	Not Required
Formal Procurement Threshold: For purchases \$100,001 or greater **Updated as of September 2025 per Arm 17a documentation.	Sealed bids or competitive proposals that is TDA/USDA compliant. Or TDA has provided TDA Approval for Noncompetitive Procurement (Sole-Source)	Cost or price analysis is required prior to advertising of bid	Awarded vendor with best value to the district	YES. Board Approval is needed	Yes Required.

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Purchasing and Acquisition CH(Local):

The Board delegates to the Superintendent the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs \$100,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.

The Superintendent shall not be required to obtain Board approval for the following types of budgeted purchases, regardless of cost, but shall subsequently report them to the Board:

1. A purchase made pursuant to a Board-approved interlocal contract, in accordance with law;
2. A purchase made through a cooperative purchasing program or state purchasing program that satisfies the District's obligation for competitive purchasing [see CH(LEGAL) or CBB(LEGAL), as appropriate];
3. A continuing or periodic purchase under a Board-approved bid or contract;
4. Any purchase for produce or fuel; or
5. Any professional contracted service for which the contracted individual is employed in lieu of an approved budgeted position.

****Exceptions for 3 quote requirement are below: ****

- TEA or TDA Approved Request for Noncompetitive Procurement
- Allowable Registration for Conference/Workshops Fees
- Allowable Field trips
- Allowable Travel for staff and students
- Allowable Membership fees