



HIGHLAND PARK ISD PURCHASING LEVELS AND REQUIREMENTS

Applicable state and federal requirements, Board policy, and District administrative procedures should be reviewed for each purchase.

Purchase Amount / Threshold	Support Required	Required Documentation	Competitive Solicitation	Board Approval	Advertising Requirement
Purchases less than \$100,000 and an Awarded Vendor	None	Contract Name and Number	Not Required	Not Required	Not Required
Purchases less than \$100,000 and NOT an Awarded Vendors	Commodity Code Required	Vendor Request Form and W9	Not Required	Not Required	Not Required
For Purchases \$100,000 or More a Formal Procurement Process is Required	Competitive Solicitation or Cooperative Contract (TEC 44.031)	All Contract Documents will be Reviewed by Purchasing	Required	Competitive Solicitation Issued by District will Require a Board Agenda Item	Required (Two (2) Consecutive Weeks)
Sole Source	1 Quote	Sole Source Affidavit	Not Required	Not Required	Not Required