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.
- These procedures **do not apply to Texas Department of Agriculture (TDA) for food service fund purchases**. See Food Service Fund Purchasing Levels and Requirements on Page 4.

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	***Self-certification of micro-purchase threshold increase to $49,999.99***	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

REQUIREMENTS FOR TEXAS DEPARTMENT OF AGRICULTURE (TDA) FOR FOOD SERVICE FUND PURCHASES:

CALALLEN ISD PURCHASING LEVELS AND REQUIREMENTS					
Purchase Amount	**Purchase Procedure**	**Additional Forms Required**	**Competitive Procurement**	**Advertising**	**Board Approval**
Less than $~~15,000~~ $49,999.99 Informal Procurement Method: Micro-purchase	1 QUOTE	• Buy American provisions • Equitable Purchasing provisions	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
$50,000 to $99,999.99 Informal Procurement Method: Small Purchase	3 QUOTES or COOPERATIVE PURCHASING	• PRICE QUOTE TABULATION FORM • Buy American provisions	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
$100,000 and over Formal Procurement Method (Simplified Acquisition Threshold)	COMPETITIVE PROCUREMENT	• 2 CFR Part 200 (EDGAR) • BID or PROPOSAL TABULATION • COST PRICE ANALYSIS • Buy American Provisions	**REQUIRED** Sealed Bid: Invitation for Bid (IFB) or Competitive Offer: Request for Proposal (RFP)	**REQUIRED** **For two (2) consecutive weeks**	**REQUIRED**

NOTE:

- The District has applied for and received approval to ***increase the micro-purchase threshold*** from $15,000.00 to $49,999.99 from Texas Department of Agriculture (TDA) for food service fund purchases.
- The purchasing limit threshold for food service fund purchases shall be determined by the ***total cost of all products and services in a single procurement transaction***.
- ***Equipment purchases of $10,000 or more require a Capital Expenditure Request Approval from TDA BEFORE purchasing.***
- Source Document – ARM Section 17.Procurement: https://squaremeals.org/Programs/School-Breakfast-Program/Policy-ARM