

# PROCUREMENT THRESHOLDS AND REQUIREMENTS

Purchase Amount or Type	Required Documentation	Required Forms	Formal Procurement Process* (RFP/RFQ)	Board Approval*	Advertising
<b>Micro-Purchase Method: up to \$10,00.00</b>	1 Price Quote ( <b>EDGAR</b> )	Purchase Order Compliance Form - <b>POCF (EDGAR)</b>	Not Required	Not Required <b>*Is required in the aggregate at \$50K</b>	Not Required
<b>Small Purchase/Informal Method: \$10,000.01 to \$49,999.99*</b>	3 Written Price Quotes	Quote Form <b>POCF (EDGAR)</b>	Not Required	Not Required <b>*Is required in the aggregate at \$50K</b>	Not Required
<b>Formal Procurement Method: \$50,000.00 and over</b>	Formal Procurement Process ( <b>Texas Education Code 44.031</b> )	<b>POCF (EDGAR)</b>	REQUIRED	Agenda Item and Approval Required	REQUIRED for 2 consecutive weeks
<b>Formal Procurement Method: over \$250,000.00</b>	Formal Procurement Process ( <b>EDGAR</b> )	<b>POCF and Cost/Price Analysis (EDGAR)</b>	REQUIRED	Agenda Item and Approval Required	REQUIRED for 2 consecutive weeks
<b>Purchasing Cooperative with Interlocal Agreement</b>	3 Written Price Quotes <i>if not line item bid</i>	Quote Form <b>POCF (EDGAR)</b>	REQUIRED of the Purchasing Cooperative	Required of the Purchasing Cooperative	REQUIRED of the Purchasing Cooperative
<b>Sole Source</b>	1 Price Quote	Sole Source Affidavit <b>POCF (EDGAR)</b>	Not Required	Not Required	Not Required

**IMPORTANT: Subject to school districts local policy, most restrictive rule or regulation applies**

**Purchase Order Compliance Form (POCF) documents the cost is reasonable, allowable, necessary and allocable when using federal funds**