

PALACIOS ISD PURCHASING LEVELS AND REQUIREMENTS					
Purchases with State and Local Funds					
Purchase Commitment Amount	Support Required	Additional Forms	RFP/RFQ	Board Approval	Advertising
For purchases 0-\$499	Prefer COOP Vendor/Not Required	None	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
\$500 - \$34,999	3 QUOTES or COOP Vendor	None	NOT REQUIRED (Supt. Decision)	NOT REQUIRED	NOT REQUIRED BUT ALLOWED
\$35,000 - \$49,999	3 QUOTES or COOP Vendor	Specifications	NOT REQUIRED (Supt. Decision)	REQUIRED	NOT REQUIRED
50,000 or Above SINGLE PURCHASE OR IN AGGREGATE	(Education Code 44.031) RFP, Bids or Interlocal Contract allowed for all except Construction.	IF RFP/RFQ: Specification Sheet Tabulation Form	IF RFP/RFQ: REQUIRED	REQUIRED	IF RFP/RFQ: REQUIRED
SOLE SOURCE PURCHASE	1 QUOTE	SOLE SOURCE Document	NOT REQUIRED	\$35,000 or over REQUIRED	NOT REQUIRED
REFER TO DISTRICT POLICY CH Local FOR PURCHASES \$35,000 OR OVER					
Purchases with Federal Grant Funds (EDGAR GUIDELINES MUST BE FOLLOWED)					
Purchase Commitment Amount	Support Required	Additional Forms	RFP/RFQ	Board Approval	Advertising
For purchases 0-\$499	Prefer Coop Vendor/Not Required	None	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
\$500 - \$10,000	2 Coop Quotes/ Or 3 Quotes Other	None	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
\$10,001 - \$49,999 *over 35,000 required board approval	3 Quotes Or Coop Vendor	None	NOT REQUIRED	NOT REQUIRED (Unless \$35,000 or over)	NOT REQUIRED
\$50,000 - \$149,999	COMPETITIVE PROCUREMENT (Education Code 44.031)	Specification Sheet Tabulation Form	REQUIRED	REQUIRED	REQUIRED
\$150,000 and over Single Acquisition	COMPETITIVE PROCUREMENT EDGAR Methods Cost/Price Analysis	Specification Sheet Tabulation Form	Specification Sheet Tabulation Form	REQUIRED	REQUIRED (2 Consecutive Weeks)
SOLE SOURCE PURCHASE	1 QUOTE	SOLE SOURCE Document	NOT REQUIRED	\$35,000 or over REQUIRED	NOT REQUIRED

SERVICES: There are multiple items that are excluded from any bidding requirement. This is mainly professional services – items in the code include architect, attorney, CPA, engineer, fiscal agent, financial consultant, technology consultant, and land surveying. Anything else would need to be bid out and advertised **if the contract for purchase of goods or services (excluding produce and vehicle fuel) is valued**

at \$50,000 or more in a year.