

Purchase Commitment Amount	Purchasing Method MOC Requirement	Additional Requirements	Needed for Solicitation	Board Approval
For purchases of \$0 - \$9,999 Using General Funds	1 QUOTE *from Approved Vendor List or Vendor awarded per RFP	Attach Quote to Requisition	No Additional Requirements	NOT REQUIRED
For purchases of \$10,000 - \$49,999 Using General Funds	3 QUOTES *from bid awarded vendor	Attach all 3 quotes or Tabulation Summary to Requisition	No Additional Requirements	NOT REQUIRED
For purchases over \$50,000 Using General Funds	Formal RFP, Bids, per Board Policy / TEA 2 OR More proposals/quotes needed	This is a Formal Procurement Process, therefore we ask you to Collaborate with Purchasing to issue a proper Solicitation and ensure ALL requirements are met. <u>Terms &</u> <u>Conditions may apply</u>	Specifications / Scope of Services and other Requirements	Requires Board Approval only if over \$100,000 Board Policy
Purchases using Cooperatives and Interlocal Agreements - \$1 - 10,000 Using General Funds	1 QUOTE *from Approved Coop / Interlocal Vendor	Attach Quote to Requisition	No Additional Requirements	NOT REQUIRED
For Cooperative Purchases of \$10,001 - 49,999 Using General Funds	3 QUOTE *from Approved Coop / Interlocal Vendor	Attach all 3 quotes or Tabulation Summary to Requisition	Consult with Purchasing prior to obtaining quotes. Other legal Terms and Conditions may apply	NOT REQUIRED
For Cooperative Purchases of \$50,000 or greater. Using General Funds	Formal Request for Coop Quotes Required CONTACT PURCHASING	This is a Formal Procurement Process, therefore we ask you to Collaborate with Purchasing to issue a proper Solicitation and ensure ALL requirements are met. <u>Terms &</u> <u>Conditions may apply</u>	Specifications / Scope of Services and other Requirements	Requires Board Approval only if over \$500,000 Board Policy