

COLLEGE STATION I.S.D. PURCHASING LEVELS AND REQUIREMENTS

Purchases with STATE AND LOCAL FUNDS (budget code Does NOT Start with "2")							
S T A T E F U N D S L O C A L	Purchase Commitment Amount	Support Required	Additional Forms	RFP/RFQ	Board Approval	Advertising	
	For purchases Less than \$10,000.00	1 QUOTE	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
		OR USE OF DISTRICT OR Co-OP BID					
	For purchases of \$10,000.00 to \$49,999.99	2 Quotes	2 QUOTES RECOMMENDED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
		OR USE OF DISTRICT OR Co-OP BID					
	For purchases \$50,000.00 and Over	USE OF DISTRICT OR Co-OP BID	2 QUOTES RECOMMENDED	REQUIRED if not using current district bid or Co-op bid	BOARD AGENDA ITEM REQUIRED	REQUIRED for Two (2) consecutive weeks + 2 weeks for responses + 2 weeks for analysis and board meeting (6 wks)	
	Competitive Procurement/Texas Law	(Education Code 44.031)					
SOLE SOURCE PURCHASE	1 QUOTE	DISTRICT SOLE SOURCE FORM COMPLETED BY EMPLOYEE	NOT REQUIRED	AGENDA ITEM REQUIRED	NOT REQUIRED		
\$50,000.00 and over							
Less than \$50,000 (no agenda item)							

Purchases with FEDERAL FUNDS (budget code STARTS WITH "2")							
Federal Fund purchases must be tracked/aggregated by Commodity Codes/Like Type Items for all federal funds **							
F E D E R A L F U N D S	Purchase Commitment Amount	Support Required	Additional Forms	RFP/RFQ	Board Approval	Advertising	
	For aggregate purchases Less than \$10,000.00 (Micro-purchase/Fed Funds)	1 QUOTE	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
	For aggregate purchases of \$10,000.00 to \$49,999.99 by Comm. Code (Small purchase/Fed Law)	2 QUOTES Min. Recommend 3 (even if using DISTRICT or Co-OP BID)	2 QUOTES min. Can be internet print outs	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
	For aggregate purchases \$50,000.00 and over by Comm. Code (Small purchase/Fed Law) Competitive Procurement/Texas Law	USE OF DISTRICT OR Co-OP BID (Education Code 44.031)	2 QUOTES Min.	REQUIRED if not using current district bid or Co-op bid	BOARD AGENDA ITEM REQUIRED	REQUIRED for Two (2) consecutive weeks + 2 weeks for responses + 2 weeks for analysis and board meeting (6 wks)	
	For aggregate purchases over \$250,000.00 by Comm. Code (Single Acquisition Threshold/Fed Law) Competitive Procurement/Texas Law	COMPETITIVE PROCUREMENT USE OF DISTRICT OR Co-OP BID (Education Code 44.031)	Independent Est. by Purchasing prior to bid advertisement	REQUIRED if not using current district bid or Co-op bid	AGENDA ITEM REQUIRED	REQUIRED	Two (2) consecutive weeks
	SOLE SOURCE PURCHASE *	1 QUOTE	DISTRICT SOLE SOURCE FORM COMPLETED BY EMPLOYEE AND TEA Form (Approval by TEA required) Rare and expect 2-3 weeks min. for response	NOT REQUIRED	AGENDA ITEM REQUIRED	NOT REQUIRED	
	\$50,000.00 and over				NOT REQUIRED (if below \$50,000)		
Less than \$50,000 (no agenda item)							

* Currently TEA has approved Education Service Center 20 as a sole source vendor. All other vendors require case by case approval from TEA.

** All federal purchases will be aggregated by fiscal year by Commodity Code/Like Type Item. When we reach the \$10,000 total purchases by Commodity Code/Like Type Item the purchase is then considered a Small Purchase and 2 quotes are required. The district defines the Commodity Codes/Like Type Items, but a single PO or single vendor purchases cannot be considered an item. The list of items must be made available for TEA and/or federal auditors.