

Purchase Commitment Amount	Purchasing Method MOC Requirement	Additional Requirements	Needed for Solicitation	Board Approval
For purchases of <b>\$0 - \$9,999</b> Using General Funds	<b>1 QUOTE</b> *from Approved Vendor List or Vendor awarded per RFP	Attach Quote to Requisition	No Additional Requirements	NOT REQUIRED
For purchases of <b>\$10,000 - \$49,999</b> Using General Funds	<b>3 QUOTES</b> *from bid awarded vendor	Attach all 3 quotes or Tabulation Summary to Requisition	No Additional Requirements	NOT REQUIRED
For purchases over <b>\$50,000</b> Using General Funds	<b>Formal RFP, Bids,</b> per Board Policy / TEA  <b>2 OR More proposals/quotes needed</b>	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 &amp;</u> <u>Conditions may apply</u>	<b>Specifications / Scope of Services and other Requirements</b>	Requires Board Approval only if over \$100,000 <b>Board Policy</b>
Purchases using <b>Cooperatives and Interlocal Agreements - \$1 - 10,000</b> Using General Funds	<b>1 QUOTE</b> *from Approved Coop / Interlocal Vendor	Attach Quote to Requisition	No Additional Requirements	NOT REQUIRED
For Cooperative Purchases of <b>\$10,001 - 49,999</b> Using General Funds	<b>3 QUOTE</b> *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 <b>\$50,000 or greater.</b> Using General Funds	Formal Request for Coop Quote 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 &amp;</u> <u>Conditions may apply</u>	<b>Specifications / Scope of Services and other Requirements</b>	Requires Board Approval only if over \$500,000 <b>Board Policy</b>