

PAMPA I.S.D. PURCHASING LEVELS AND REQUIREMENTS

| Purchase Commitment Amount | Support Required | Additional Forms | RFP/RFQ | Board Approval | Advertising |
|--|---|--|--------------|---|---|
| Purchases with State and Local Funds | | | | | |
| For purchases Less than \$5,000.00 | 1 QUOTE | NOT REQUIRED | NOT REQUIRED | NOT REQUIRED | NOT REQUIRED |
| For purchases of \$5,000.00 to \$49,999.99 | 3 QUOTES or (Co-Op/Catalog Purchase: 1 Quote) | 3 QUOTE FORM OR CO-OP CONTRACT NO. | NOT REQUIRED | NOT REQUIRED Less than \$24,999.99 BOARD AGENDA ITEM MAY BE REQUIRED \$25,000-\$49,999.99 | NOT REQUIRED |
| For purchases over \$50,000.00 Competitive Procurement/Texas | COMPETITIVE PROCUREMENT (As may be required under Education Code 44.031 or Gov. Code 2269) | BID OR PROPOSAL TABULATION FORM | REQUIRED | BOARD AGENDA ITEM REQUIRED | REQUIRED Two (2) consecutive weeks |
| SOLE SOURCE PURCHASE \$50,000.00 and over (Below \$50,000 no Agenda Item) | 1 QUOTE | SOLE SOURCE AFFIDAVIT | NOT REQUIRED | AGENDA ITEM REQUIRED | NOT REQUIRED |
| Purchases with Federal Grant Funds | | | | | |
| For purchases Less than \$3,500.00 (Micro-purchase/Fed Funds) | 1 QUOTE | NOT REQUIRED | NOT REQUIRED | NOT REQUIRED | NOT REQUIRED |
| For purchases of \$3,500.00 to \$49,999.99 (Small purchase/Fed Funds) | 3 QUOTES (Co-Op/Catalog Purchase, too) | 3 QUOTE FORM DEBARMENT VERIFICATION & TERMINATION FOR CAUSE CLAUSE | NOT REQUIRED | NOT REQUIRED Less than \$24,999.99 BOARD AGENDA ITEM MAY BE REQUIRED \$25,000-\$49,999.99 | NOT REQUIRED |
| For purchases over \$50,000.00 (Small purchase/Fed Funds) Competitive Procurement/Texas | COMPETITIVE PROCUREMENT (As may be required under Education Code 44.031 or Gov. Code 2269) | BID OR PROPOSAL TABULATION FORM DEBARMENT VERIFICATION & TERMINATION FOR CAUSE CLAUSE | REQUIRED | BOARD AGENDA ITEM REQUIRED | REQUIRED 14 Days before opening Two (2) consecutive weeks |
| For purchases over \$150,000.00 Single Acquisition Threshold/Fed | COMPETITIVE PROCUREMENT (Sealed Bids or Competitive Proposals) | SCORE CARD DEBARMENT VERIFICATION & TERMINATION FOR CAUSE CLAUSE | REQUIRED | AGENDA ITEM REQUIRED | REQUIRED 14 Days before opening Two (2) consecutive weeks |
| SOLE SOURCE PURCHASE \$50,000.00 and over (Below \$50,000 no Agenda Item) | 1 QUOTE | SOLE SOURCE AFFIDAVIT TEA Approval or TDA Approval for Child Nutrition | NOT REQUIRED | AGENDA ITEM REQUIRED | NOT REQUIRED |