

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 <small>(As may be required under Education Code 44.031 or Gov. Code 2269)</small>	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 \$5,000.00 (Micro-purchase/Fed Funds)	1 QUOTE	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
For purchases of \$5,000.00 to \$49,999.99 (Small purchase/Fed Funds)	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 (Small purchase/Fed Funds) Competitive Procurement/Texas	COMPETITIVE PROCUREMENT <small>(As may be required under Education Code 44.031 or Gov. Code 2269)</small>	BID OR PROPOSAL TABULATION FORM <small>DEBARMENT VERIFICATION & TERMINATION FOR CAUSE CLAUSE</small>	REQUIRED	BOARD AGENDA ITEM REQUIRED	REQUIRED 14 Days before opening Two (2) consecutive weeks
For purchases over \$250,000.00 Single Acquisition Threshold/Fed	COMPETITIVE PROCUREMENT (Sealed Bids or Competitive Proposals)	SCORE CARD <small>DEBARMENT VERIFICATION & TERMINATION FOR CAUSE CLAUSE</small>	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