

BURKBURNETT I.S.D. PURCHASING LEVELS AND REQUIREMENTS

Purchases with Federal Grant Funds

Purchase Commitment Amount	Support Required	Additional Forms	RFP/RFQ	Board Approval	Advertising
For purchases Less than \$3,500.00 (Micro-purchase/Fed Funds)	1 QUOTE	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
For purchases of \$3,501.00 to \$49,999.00 (Small purchase/Fed Funds)	3 QUOTES (Co-op/Catalog Purchases, etc)	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
For purchases over \$50,000.00 (Small purchase/Fed Funds) Competitive Procurement/Texas	FORMAL BIDS (Education Code 44.031)	BID OR PROPOSAL TABULATION FORM	REQUIRED	BOARD AGENDA ITEM REQUIRED	REQUIRED * two (2) consecutive weeks
For purchases over \$150,000.00 Single Acquisition Threshold/Fed	COMPETITIVE PROCURMENT (Sealed Bids or Competitive Proposals)	SCORE CARD	REQUIRED	BOARD AGENDA ITEM REQUIRED	REQUIRED * two (2) consecutive weeks
SOLE SOURCE PURCHASE \$50,000 and over (Below \$50,000 no Agenda Item)	1 QUOTE	SOLE SOURCE AFFIDAVIT	NOT REQUIRED	BOARD AGENDA ITEM REQUIRED	NOT REQUIRED