

**CANUTILLO INDEPENDENT SCHOOL DISTRICT
PURCHASING LEVELS - MATRIX**

Purchase Commitment Amount	Requirement	Additional Documents/Forms	RFP/RFQ	Board Approval	Advertising
Purchases with State and Local Funds					
For purchases Less than \$49,999 in the aggregate of "like items"	1 QUOTE	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
For purchases over \$50,000 Texas Education Code 44.031	COMPETITIVE PROCUREMENT: 3 QUOTES OR FORMAL SOLICITATION	QUOTE OR PROPOSAL TABULATION SUMMARY	REQUIRED	BOARD AGENDA ITEM REQUIRED	REQUIRED ON FORMAL SOLICITATIONS Two (2) Consecutive Weeks
	INTERLOCAL COOPERATIVE 1 QUOTE	COOPERATIVE CONTRACT INFORMATION	NOT REQUIRED	BOARD AGENDA ITEM REQUIRED	NOT REQUIRED
SOLE SOURCE PURCHASE Less than \$49,999	VENDORS NOTORIZED SOLE SOURCE AFFIDAVIT	APPROVED TEA NON- COMPETITIVE SOLE SOURCE FORM	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
SOLE SOURCE PURCHASE Over \$50,000	VENDORS NOTORIZED SOLE SOURCE AFFIDAVIT	APPROVED TEA NON- COMPETITIVE SOLE SOURCE FORM	NOT REQUIRED	BOARD AGENDA ITEM REQUIRED	NOT REQUIRED
Purchases with Federal Grant Funds					
For purchases Less than \$49,999 in the aggregate of "like items"	1 QUOTE	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
For purchases over \$50,000.00 to \$250,000 Competitive Procurement / Texas Education Code 44.031	COMPETITIVE PROCUREMENT: 3 QUOTES OR FORMAL SOLICITATION	QUOTE OR PROPOSAL TABULATION SUMMARY	REQUIRED	BOARD AGENDA ITEM REQUIRED	REQUIRED ON FORMAL SOLICITATIONS Two (2) Consecutive Weeks
	EDGAR APPROVED INTERLOCAL COOPERATIVE 1 QUOTE	COOPERATIVE CONTRACT INFORMATION	NOT REQUIRED	BOARD AGENDA ITEM REQUIRED	NOT REQUIRED
For purchases over \$250,000 Competitive Procurement Texas Education Code 44.031	FORMAL SOLICITATION	INDEPENDENT COST ESTIMATE PRIOR TO ADVERTISEMENT AND COST ANALYSIS	REQUIRED	BOARD AGENDA ITEM REQUIRED	REQUIRED Two (2) Consecutive Weeks
Single Acquisition Threshold/Federal requirement					