

**SOUTH TEXAS ISD  
PURCHASING THRESHOLDS & REQUIREMENTS**

Purchase Amount	Support Required	Additional Info	RFP/RFQ	Board Approval
<b>Local Funds</b>				
Purchases up to \$50,000 (Approved Vendor)	1 QUOTE Approved Vendor Purchasing Coop Contract	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Purchase over \$50,000 (Approved Vendor)	1 QUOTE Approved Vendor Purchasing Coop Contract	NOT REQUIRED	NOT REQUIRED	REQUIRED
Purchase of \$1,000 - \$50,000 (Unapproved Vendor)	3 QUOTES	DISTRICT QUOTE FORM	NOT REQUIRED	NOT REQUIRED
<b>Federal Funds</b>				
Purchases up to \$10,000 (Approved Vendor)	1 QUOTE Approved Vendor Purchasing Coop Contract	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Purchase of \$10,000.01 - \$50,000 (Approved Vendor)	3 QUOTES Approved Vendor Purchasing Coop Contract	DISTRICT QUOTE FORM * Federal Factors CIP & DIP	NOT REQUIRED	NOT REQUIRED
Purchase over \$50,000 (Approved Vendor)	3 QUOTES Approved Vendor Purchasing Coop Contract	DISTRICT QUOTE FORM * Federal Factors CIP & DIP	NOT REQUIRED	REQUIRED
Purchase of \$1,000 - \$10,000 (Unapproved Vendor)	3 QUOTES	DISTRICT QUOTE FORM * Federal Factors CIP & DIP	NOT REQUIRED	NOT REQUIRED
Purchase over \$50,000 (Unapproved Vendor) state rule applies	FORMAL BIDS (Education Code 44. 031) EDGAR	TABULATION Cost/Price Analysis (Federal)	REQUIRED	REQUIRED
Sole Source	1 QUOTE NOTARIZED SOLE SOURCE LETTER	TEA APPROVAL DUE DILIGENCE OF RESEARCH THAT THERE IS NO LIKE ITEM	NOT REQUIRED	NOT REQUIRED

\*Federal factors: Reasonable, Necessary, Allowable, Allocable (EDGAR Justification)

\*\*Purchase of \$20,000 per item requires board approval

\*\*\*Purchase of \$50,000 or more requires board approval