



Purchasing Limits and Requirements

Amount	Minimum # of Bids	Method of selection	Board Approval Required
Purchasing/Credit Card - Purchasing limit \$2,500	1	Any purchase within the District using a purchasing/credit card that exceeds \$2,500 will require prior approval from the Purchasing Director, Business Accountant, or Business Administrator. For purchases under \$2,500, please follow your school or department procedure for approval.	No
Individual Procurement Item costing up to \$5,000	1	Find the best source by direct award without seeking competitive bids or quotes.	No
Individual Procurement Item where the cost is \$5,000 to \$10,000	2	Shall include minimum specifications and shall purchase the procurement item from the responsible vendor offering the lowest quote that meets the specifications.	No
Procurement Items where the aggregate cost is \$10,000 to \$49,999	2	Shall include minimum specifications and shall purchase the procurement item from the responsible vendor offering the lowest quote that meets the specifications.	No
\$50,000 to \$99,999	RFP	Shall include minimum specifications and shall purchase the procurement item from the responsible vendor offering the best value that meets the specifications.	No
\$100,000 and above	RFP	Shall include minimum specifications and shall purchase the procurement item from the responsible vendor offering the best value that meets the specifications. Requires Board Approval.	Yes

Notes:

- When purchasing from a vendor on State Contract, multiple bids are not required. Essentially, the State has already done this step for us. However, you are still encouraged to solicit additional bids to make sure you are truly getting the best service possible.
- You must submit the quotes with your requisition.
- Make sure you have appropriate documentation on file to meet the above listed requirements.
- Make sure your vendor is in the accounting system. If you can't find it, the vendor is probably not a current vendor and needs to be set up. Complete the Vendor Source Sheet and attach the company's W-9.
- Single Procurement Aggregate threshold for multiple individual procurement items from one source at one time is \$10,000 and the annual (fiscal year) cumulative threshold for purchases made from the same source is \$50,000.

This chart is meant to be a general guide for most, but not all procurements. More extensive guidelines apply for procuring professional services, construction projects, etc. Please reach out to the Purchasing and Procurement Office for help with procuring these and similar types of services.

Board Approved: 12/14/2023