

LIBERTY HILL 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 \$25,000	1 QUOTE	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
For purchases of \$25,000 to \$49,999	3 QUOTES or (Co-Op/Catalog Purchase: 1 Quote)	3 QUOTE FORM OR CO-OP CONTRACT NO.	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
For purchases over \$50,000 *CONTACT PURCHASING COORDINATOR	COMPETITIVE PROCUREMENT (Education Code 44.031)	BID OR PROPOSAL TABULATION FORM	REQUIRED	NOT REQUIRED	REQUIRED Two (2) consecutive weeks
SOLE SOURCE PURCHASE	1 QUOTE	SOLE SOURCE AFFIDAVIT	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Purchases with Federal Grant Funds					
For purchases Less than \$3,000 (Micro-purchase/Fed Funds)	1 QUOTE	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
For purchases of \$3,000 to \$49,999 (Small purchase/Fed Funds)	3 QUOTES	3 QUOTE FORM	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
For purchases over \$50,000 (Small purchase/Fed Funds) Competitive Procurement/Texas	COMPETITIVE PROCUREMENT (Education Code 44.031)	BID OR PROPOSAL TABULATION FORM	REQUIRED	BOARD AGENDA ITEM REQUIRED	REQUIRED Two (2) consecutive weeks
For purchases over \$150,000 Single Acquisition Threshold/Fed	COMPETITIVE PROCUREMENT (Sealed Bids or Competitive Proposals)	SCORE CARD	REQUIRED	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 (Approval from TEA)	NOT REQUIRED	AGENDA ITEM REQUIRED	NOT REQUIRED