

CONROE I.S.D. PURCHASING LEVELS AND REQUIREMENTS

STATE AND LOCAL FUNDS

Purchase Commitment Amount	Support Required	Additional Forms	RFP/RFQ	Board Approval	Advertising
For purchases Less than \$25,000.00	MIN 1 WRITTEN QUOTE (AWARDED VENDOR)	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
For purchases of \$25,000.01 to \$50,000.00	2 WRITTEN QUOTES FROM AWARDED VENDORS	2 QUOTES + QUOTE FORM ATTACHED TO REQUISITION	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
PURCHASING COOPERATIVE Over \$50,000.00	PARTNER WITH PURCHASING	PARTNER WITH PURCHASING	NOT REQUIRED	OVER \$50K LIST	NOT REQUIRED
For purchases over \$50,000.00 Not covered by a CISD BID or COOPERATIVE	FORMAL BIDS (Education Code 44.031)	NOT REQUIRED	TBD	AGENDA ITEM REQUIRED	REQUIRED * two (2) consecutive weeks
SOLE SOURCE PURCHASE	1 QUOTE	APPROVAL BY PURCHASING DEPT AND T.E.A.	TBD	AGENDA ITEM REQUIRED IF REQUISITION IS OVER \$50,000.00	NOT REQUIRED

FEDERAL FUNDS (*EDGAR/ESSER)

Purchase Commitment Amount	Support Required	Additional Forms	RFP/RFQ	Board Approval	Advertising
For purchases less than \$49,999.99 FEDERAL FUNDS (Micro Purchase)	MIN 2 WRITTEN QUOTES (AWARDED VENDORS)	ATTACHED TO REQUISITION	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
For purchases between \$50,000.00 & \$249,999 FEDERAL FUNDS	MIN 2 WRITTEN QUOTES (AWARDED VENDORS)	PARTNER WITH PURCHASING	REQUIRED	APPROVAL ON OVER \$50K LIST	TBD
For purchases over \$250,000.00 FEDERAL FUNDS	PRICE AND COST ANALYSIS PRIOR	FORMAL BIDS (Education Code 44.031)	REQUIRED	AGENDA ITEM REQUIRED	REQUIRED * two (2) consecutive weeks

BASED ON AGGREGATE TOTAL COMMODITY SPEND FOR THE DISTRICT AND NOT INDIVIDUAL PURCHASES

FEDERAL GUIDELINES BASED ON TEA GUIDANCE AS OF JULY 2021

REQUISITIONS USING BOTH FUNDS MUST BE ENTERED SEPARATELY FOR APPROVAL ROUTING PURPOSES