



AN EARLY COLLEGE DISTRICT

BROWNSVILLE

INDEPENDENT SCHOOL DISTRICT

PURCHASING DEPARTMENT

Micro/Small Purchasing Levels and Requirements

Local, State, and Federal Funds

Purchase Commitment Level	Support Required	Additional Forms	BID/CSP/RFQ	Board Approval	Advertising
Purchases of \$.01 - \$10,000 Micro Purchase <i>(Local, State, & Federal)</i>	1 Vendor Quote Attached to Purchase Request	Not Required	Not Required	Not Required	Not Required
⁽¹⁾ Purchases of \$10,001 - \$49,999.99 Small Purchase <i>(Local, State, & Federal Funds)</i>	3 Vendor Quotes Attached to Purchase Request	Quote Form	Not Required	Not Required <i>(IS REQUIRED IN THE AGGREGATE AT \$50K)</i>	Not Required
⁽²⁾ Sole Source Purchases of \$.01 - \$49,999.99 <i>(Local & State, see below for Federal Funds)</i>	Requirement as Outlined (Education Code 44.031)	Sole Source Affidavit Form-Notarized TEA Forms as Required	Not Required	Not Required	Not Required

NOTES:

1. Federal Fund requirements may be more stringent; therefore, established Purchasing Levels will follow Federal Fund purchasing requirements as established by EDGAR, OMB Circular, 2 CFR, and ARM/Food and Nutrition Services.
2. Purchases of sole source goods/services using Federal Funds are subject to more stringent procedures depending on the individual grant and/or funding source. (i.e., School Food Nutrition funds are not allowed to use sole source items without prior approval from TDA)