



## Purchasing Requirements at a Glance

(Based on Aggregate Spend During the Fiscal Year for a Specific Commodity)

Amount of Purchase	Procurement Method	Additional Approvals May Apply	Additional Information/Requirements
*\$1 to \$5,000	P-Card (Enter a requisition if the vendor does not accept P-Cards or if it is more practical to purchase via a PO.)	Weekly reconciliation of P-Card expenses with manager approval. Purchases of software/hardware require prior approval from OTS	P-Card exceptions: equipment valued at \$5,000 or above, personal expenses such as fuel, alcoholic beverages, ATM cash or personal gifts. All purchases between \$3,000 and \$10,000 funded by Federal Grants require three (3) written quotes, including P-Card purchases between \$3,000 and \$5,000.
*\$1,000 to \$9,999.99	Enter a requisition supported by one (1) vendor quote.	Purchases of software/hardware require prior approval from OTS	All purchases between \$3,000 and \$10,000 funded by Federal Grants require three (3) written quotes, including P-Card purchases between \$3,000 and \$5,000.
*\$10,000 to \$24,999.99	Enter a requisition supported by three (3) vendor quotes.	Purchases of software/hardware require prior approval from OTS	Contracts for services below \$25,000 are not required unless the services require deliverables (vendor meeting requirements within a timeline) or requires reporting of time and labor
*\$25,000 to \$49,999	Enter a requisition supported by three (3) vendor quotes or one (1) quote if buying through a purchasing cooperative contract.	If it is not a cooperative purchase and there are not 3 quotes, then include documentation of how and why this vendor was selected and how we determined their pricing is the best value.  Purchases of software/hardware require prior approval from OTS	Contracts are required for services
*\$50,000 to \$99,999	Purchases at this dollar threshold must be made from vendor sources that have been awarded through a competitive process (RFP/RFQ or purchasing cooperative). A requisition is entered once the procurement process is complete.	Administrative Approval document is prepared by the commodity manager and staff making the purchase and approved by the CFO	Contracts are required for services
\$100,000 and above	Purchases at this dollar threshold must be made from vendor sources that have been awarded through a competitive process (RFP/RFQ or purchasing cooperative). A requisition is entered once the procurement process is complete.	Board approval required for purchases with a cumulative expenditure of \$100,000 or more	Contracts are required for services

\* A \$50,000 aggregate spend threshold for all purchases applies to the specific commodity purchased across the System in the 12-month, fiscal year period. The primary law that applies to community college purchasing is Texas Education Code 44.031: Purchasing Contracts. [Texas Education Code 44.031 Purchasing Contracts.html](#)