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**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** |
| **\*$.01 to $5,000** | **One-Card (Enter a requisition if the vendor does not accept One-Cards or if it is more practical to purchase via a Purchase Order).**  **Obtain 3 quotes for Promotional Items.**  **Best Practice is to obtain a quote for all purchases.**  **Please provide support documentation for the purchase with your Expense Report Entry.** | **Weekly reconciliation of One-Card expenses with manager approval.**  **Purchases of software/hardware require prior approval from OTS.** | **One-Card prohibited purchases: equipment valued at $5,000 or above, personal expenses such as fuel, alcoholic beverages, ATM cash, or personal gifts.**  **If a supplier is coming on campus to perform a service, a signed contract is required.**  **\*\*All purchases made with Federal Grant funds require a minimum of (3) quotes. Less than $1,000 requires (2) quotes.** |
| **\*$.01 to $9,999.99** | **Enter a requisition supported by one (1) vendor quote.**  **Obtain 3 quotes for Promotional Items.**  **Best Practice is to purchase with a purchase order.**  **Attach the Promotional Contract # to the requisition.** | **Purchases of software/hardware require prior approval from OTS** | **If a supplier is coming on campus to perform a service, a signed contract is required.**  **\*\*All purchases made with Federal Grant funds require a minimum of (3) quotes. Less than $1,000 requires (2) quotes.** |
| **\*$10,000 to $49,999.99** | **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, 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 for services are required if a supplier is coming on campus to perform a service.**  **\*\*All purchases made with Federal Grant funds require a minimum of (3) quotes. Less than $1,000 requires (2) quotes.** |
| **\*$50,000 to $249,999** | **Purchases at this dollar threshold must be made from vendor sources that have been awarded through a competitive process i.e. RFP/RFQ/CSP/CMAR or a Purchasing Cooperative Contract. If Sole Source, it must comply with Texas Statue 262.003.**  **If purchasing with a Purchasing Cooperative, 3 quotes must be obtained.** | **Administrative Approval with justification will be required if lowest quote is not selected for Cooperative (CO-OP) purchases.**  **A Sole Source Form is required for all suppliers classified as a Sole Source.**  **Purchases of software/hardware require prior approval from OTS** | **Contracts for services are required if a supplier is coming on campus to perform a service.**  **\*\*All purchases made with Federal Grant funds require a minimum of (3) quotes. Less than $1,000 requires (2) quotes.** |
| **$250,000 and above** | **Purchases at this dollar threshold must be made from vendor sources that have been awarded through a competitive process (RFP/RFQ/CSP/CMAR, purchasing cooperative, or Sole Source).**  **A contract and requisition is entered once the procurement process is completed.** | **Board approval required for purchases with a cumulative expenditure of $250,000 or more**  **Purchases of software/hardware require prior approval from OTS** | **Contracts for services are required if a supplier is coming on campus to perform a service.**  **\*\*All purchases made with Federal Grant funds require a minimum of (3) quotes. Less than $1,000 requires (2) quotes.** |

**\*A $50,000 aggregate spend threshold for all purchases applies to the specific vendor spend used 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**](https://statutes.capitol.texas.gov/Docs/ED/htm/ED.44.htm)

**Revised April 10, 2024**