



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 P.O.)	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.
*\$1,000 to \$9,999.99	Enter a requisition supported by one (1) vendor quote.	Purchases of software/hardware require prior approval from OTS	
*\$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. All purchases \$10,000 or greater funded by Federal Grants require (3) written quotes.
*\$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. All purchases \$10,000 or greater funded by Federal Grants require (3) written quotes.
*\$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 with justification will be required if lowest quote is not selected for Cooperative (CO-OP) purchases.	Contracts are required for services. All purchases \$10,000 or greater funded by Federal Grants require (3) written quotes.
\$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. All purchases \$10,000 or greater funded by Federal Grants require (3) written quotes.

* 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](#)

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