



Purchasing Procedures At-A-Glance

| <i>Purchase Amount</i> | <i>Required Documentation</i> | <i>Additional Forms</i> | <i>RFP/RFQ</i> | <i>Board Approval</i> | <i>Advertising</i> |
|--------------------------------------------------|--------------------------------------|-------------------------|----------------|--------------------------------------------------------------|------------------------------------|
| Less than \$10,000 (All Funding Sources) | 1 QUOTE | NOT REQUIRED | NOT REQUIRED | NOT REQUIRED | NOT REQUIRED |
| \$10,000 - \$49,999 (All Funding Sources) | 3 QUOTES | QUOTATION SUMMARY FORM | NOT REQUIRED | NOT REQUIRED | NOT REQUIRED |
| Over \$50,000 through CO-OP | 1 QUOTE (3 PREFERRED) | QUOTATION SUMMARY FORM | NOT REQUIRED | BOARD AGENDA ITEM REQUIRED | NOT REQUIRED |
| Over \$50,000 NOT through CO-OP | COMPETITIVE PROCUREMENT (TEC 44.031) | SCORE CARD | REQUIRED | BOARD AGENDA ITEM REQUIRED | REQUIRED Two (2) consecutive weeks |
| SOLE SOURCE over \$50,000 | 1 QUOTE | SOLE SOURCE AFFIDAVIT | NOT REQUIRED | BOARD AGENDA ITEM REQUIRED (Below \$50,000 – no agenda item) | NOT REQUIRED |
| FEDERAL FUND PURCHASE OVER \$50,000 | COMPETITIVE PROCUREMENT (TEC 44.031) | SCORE CARD | REQUIRED | BOARD AGENDA ITEM REQUIRED | REQUIRED Two (2) consecutive weeks |

1. Is the vendor on the approved vendor list (AVL) for the district? If not, reach out to the Purchasing Department to get more info on adding vendors to the AVL.
2. What is the total for the expense? See above for specific steps required for different spending limits. **Component, Separate or Sequential Purchases – This is the act of dividing purchases into multiple requisitions to avoid normal purchasing/bidding procedures. This is a violation of board policy and state law (CH LEGAL and Texas Education Code Chapter 44).**
3. Once you have completed the required purchasing procedures outlined above, you can create a PO in Skyward and attach all documentation to the PO.



4. When you receive the approved PO, then you use that to purchase the products/services.
5. After products are received or services are rendered, mark them received in Skyward and submit invoice to accounts payable.

Purchase order initiators, such as campus-based or department-based staff, are strictly prohibited from ordering products or services from vendors without an approved Judson ISD purchase order number. Such orders, if any, shall be the financial responsibility of the initiator. Furthermore, this action will be in violation of the district's School Board Policy CH Local.

Print Name _____ Title _____

Signature _____ Date _____

***If you have any questions regarding the purchasing procedures,
please contact the Director of Purchasing.***