

Purchasing Guidelines For Federal Funds

Purchases Under \$3,500.00:

- One Quote Required
- Must Use Multiple Qualified Vendors When Possible
- Use The P-Card Where Accepted Or Enter A Skyward Requisition With A Note
- Ask If The Vendor Is A Minority/Disabled Service Veteran Supplier
- Do Not Split Purchases To Stay Under The Dollar Threshold of \$3,500.00

PURCHASES OVER \$3,500.00 - \$49,999.00:

- Three Quotes Are Required (Ask If The Vendor Is A Minority Supplier/Disabled Service Veteran. If So, Please Indicate It On The Quote Response And On A Note With The Skyward Requisition)
- Use Of A Competitive Bid/RFP Solicitation From A State, Other Governmental Agency, Or Cooperative Agreement. ****Requires Purchasing Review And Approval****
- A Vendor Is Designated As A Sole Source By The Purchasing Department: Consultants, Materials (Ex. Textbooks, Software) ****Requires Purchasing Review And Approval****

Provide Sole Source Letter. Purchase Will Be Posted On The Purchasing Website For Seven (7) Business Days. Allow Two (2) Weeks For Processing.

PURCHASES OVER \$50,000.00: (Requires School Board Approval)

- A Bid/RFP Solicitation For Goods or Services (Submit All Specifications And Backup Documentation With The Skyward Requisition)
- Use Of A Competitive Bid/RFP Solicitation From A State, Other Governmental Agency, Or Cooperative Agreement. ****Requires Purchasing Review And Approval****
- Vendor Is Designated As A Sole Source By The Purchasing Department
- Professional Services Agreements/Contracts Require School Board Attorney Review (Allow 6-8 Weeks For Processing)