

ANTHONY I.S.D. PURCHASING LEVELS AND REQUIREMENTS

| Purchase Commitment Amount | Support Required | Additional Forms | RFP/RFQ | Board Approval | Advertising |
|---|------------------------------------|-----------------------|--------------|---|-----------------------------|
| For purchases Less than \$3,000.00 | 1 QUOTE | NOT REQUIRED | NOT REQUIRED | NOT REQUIRED | NOT REQUIRED |
| | (EDGAR) | | | * Is required in the aggregate at \$10K | |
| For purchases of \$3,000.00 to \$9,999.00 | 3 QUOTES | 3 QUOTE FORM | NOT REQUIRED | NOT REQUIRED | NOT REQUIRED |
| | | | | * Is required in the aggregate at \$10K | |
| For purchases of \$10,000 to \$50,000.00 | 3 QUOTES | 3 QUOTE FORM | NOT REQUIRED | AGENDA ITEM REQUIRED | NOT REQUIRED |
| | | | | | |
| For purchases over \$50,000.00 | FORMAL BIDS | SCORE CARD | REQUIRED | AGENDA ITEM REQUIRED | REQUIRED |
| | (Education Code 44.031) | | | | * two (2) consecutive weeks |
| For purchases over \$150,000.00 | FORMAL BIDS | SCORE CARD | REQUIRED | AGENDA ITEM REQUIRED | REQUIRED |
| | (Education Code 44.031) (EDGAR) | | | | * two (2) consecutive weeks |
| SOLE SOURCE PURCHASE \$25,000.01 and over | 1 QUOTE | SOLE SOURCE AFFIDAVIT | NOT REQUIRED | AGENDA ITEM REQUIRED | NOT REQUIRED |
| | | | | | |
| PURCHASING COOPERATIVE Less than \$25,000.00 | 1 QUOTE | NOT REQUIRED | NOT REQUIRED | NOT REQUIRED | NOT REQUIRED |
| | | | | * Is required in the aggregate at \$10K | |
| PURCHASING COOPERATIVE \$25,000.01 and over | 1 QUOTE | NOT REQUIRED | NOT REQUIRED | AGENDA ITEM REQUIRED | NOT REQUIRED |
| | | | | | |