

# Decision Chart for PURCHASING THRESHOLDS

(Not for purchase card transactions)

Procurement Threshold	LEA			Individual School		
	POLICY	APPROVAL	FORM	POLICY	APPROVAL	FORM
<b>\$0–\$1,000</b>	Select best source.	Signature of requestor and immediate supervisor or administration.	P.O. or check request form	Select best source.	Signature of requestor and immediate supervisor or administration.	P.O. or check request form
<b>\$1,001–\$5,000</b>	Two (2) competitive quotes; purchase from lowest quote meeting specifications.	Signature of requestor, immediate supervisor, and business administrator.	P.O. or check request form	Two (2) competitive quotes; purchase from lowest quote meeting specifications.	Signature of requestor, immediate supervisor, and business administrator.	P.O. or check request form
<b>\$5,001–\$10,000</b>	Two (2) competitive quotes; purchase from lowest quote meeting specifications.	Signature of requestor, immediate supervisor, and business administrator.	P.O. or check request form	Two (2) competitive quotes; purchase from lowest quote meeting specifications.	Signature of requestor, immediate supervisor, and business administrator.	P.O. or check request form
<b>\$10,001–\$50,000</b>	Two (2) competitive quotes; purchase from lowest quote meeting specifications. Completed bids and approved P.O. sent to LEA purchasing for initiation and purchase.	Signature of requestor, immediate supervisor, and business administrator.	P.O. or check request form	Two (2) competitive quotes; purchase from lowest quote meeting specifications. Completed bids and approved P.O. sent to LEA purchasing for initiation and purchase.	Signature of requestor, immediate supervisor, and business administrator.	P.O. or check request form
<b>\$50,001 and greater</b>	Competitive bidding or RFP process, or approved potential vendor list using bids or an RFP. Process through LEA purchasing for initiation and purchase.	Signature of requestor, immediate supervisor, business administrator, and superintendent. If purchase is greater than \$99,999, signature of board is required.	Invitation to bid or RFP	Competitive bidding or RFP process, or approved potential vendor list using bids or an RFP. Process through LEA purchasing for initiation and purchase.	Signature of requestor, immediate supervisor, business administrator, and superintendent. If purchase is greater than \$99,999, signature of board is required.	Invitation to bid or RFP
<b>Professional Services: Costing less than \$50,001</b>	Select best source after LEA has reviewed the qualifications of at least two (2) professional service providers.	Signature of requestor, immediate supervisor, and business administrator.	P.O. or check request form	Select best source after LEA has reviewed the qualifications of at least two (2) professional service providers.	Signature of requestor, immediate supervisor, and business administrator.	P.O. or check request form
<b>Costing \$50,001–\$100,000</b>	Two (2) competitive quotes; purchase from lowest quote meeting specifications.	Signature of requestor, immediate supervisor, and business administrator.	P.O. or check request form	Two (2) competitive quotes; purchase from lowest quote meeting specifications.	Signature of requestor, immediate supervisor, and business administrator.	P.O. or check request form
<b>Costing more than \$100,001</b>	Competitive bidding or RFP process. Process through LEA purchasing for initiation and purchase.	Signature of requestor, immediate supervisor, business administrator, superintendent, and board.	Invitation to bid or RFP	Competitive bidding or RFP process. Process through LEA purchasing for initiation and purchase.	Signature of requestor, immediate supervisor, business administrator, superintendent, and board.	Invitation to bid or RFP
<b>Small Construction Projects: Costing less than \$25,001</b>	Select best source.	Signature of requestor, immediate supervisor, business administrator, and superintendent.	P.O. or check request form	Select best source.	Signature of requestor, immediate supervisor, business administrator, and superintendent.	P.O. or check request form
<b>Costing \$25,001–\$80,000</b>	Two (2) competitive quotes; purchase from lowest quote.	Signature of business administrator and superintendent.	P.O. or check request form	Two (2) competitive quotes; purchase from lowest quote.	Signature of business administrator and superintendent.	P.O. or check request form
<b>Costing more than \$80,000</b>	Competitive bidding process through LEA purchasing for initiation and purchase.	Signature of business administrator, superintendent, and board.	Invitation to bid.	Competitive bidding process through LEA purchasing for initiation and purchase.	Signature of business administrator, superintendent, and LEA's board.	Invitation to bid.