

Smithville ISD Purchasing Levels and Requirements

Purchase Commitment Amount	Support Required	Additional Forms	RFP/RFQ	Board Approval	Advertising
Purchases with State and Local Funds					
For purchases less than \$49,999	1 Quote	Not Required	Not Required	Not Required	Not Required
For purchases over \$50,000 (non-construction) Competitive Procurement/Texas	3 Quotes from Purchasing Cooperatives or Competitive Procurement (Education Code 44.031)	Not Required if Quotes Available from Purchase Cooperatives	Not Required if Quotes Available from Purchase Cooperatives	Board Agenda Item Required	Required Two (2) consecutive weeks if RFP/RFQ is required
For purchases over \$50,000 (construction) Competitive Procurement/Texas	Competitive Procurement (Gov Code 2269)	Bid or Proposal	Required	Board Agenda Item Required	Required Two (2) consecutive weeks
SOLE SOURCE PURCHASE \$50,000 and over (Below \$50,000 no Agenda Item)	1 Quote	Sole Source Documentation	Not Required	Agenda Item Required	Not Required
Purchases with Federal Grant Funds					
For purchases less than \$49,999 (Micro-purchase/Fed Funds)	1 Quote, but make sure reasonable pricing	Not Required	Not Required	Not Required	Not Required
For purchases \$15,000 \$50,000-\$350,000 (Simplified Aquisition/Fed Funds)	3 Quotes from Purchasing Cooperatives	Not Required	Not Required	Board Agenda Item Required (above \$50,000)	Not Required
For purchases over \$350,000 (Single Acquisition Threshold/Fed)	Competitive Procurement (EDGAR Methods) (Cost/Price Analysis)	Bid or Proposal (Tabulation Form)	Required	Board Agenda Item Required	Required Two (2) consecutive weeks
SOLE SOURCE PURCHASE \$50,000 and over (Below \$50,000 no Agenda Item)	1 Quote	Sole Source Documentation (TEA Document Justification)	Not Required	Agenda Item Required	Not Required
Purchases with Child Nutrition Funds					
For purchases less than \$49,999 (Micro-purchase/Fed Funds)	1 Quote, but make sure reasonable pricing	Required Documentation	Not Required	Not Required	Not Required
For purchases \$15,000 - \$100,000 (Small Purchase/Fed Funds)	3 Quotes from Purchasing Cooperatives	Not Required	Not Required	Not Required	Not Required
For purchases over \$100,000 (Single Acquisition Threshold/Fed)	Competitive Procurement (ARM Section 17)	Bid or Proposal	Required	Board Agenda Item Required	Required Two (2) consecutive weeks

8/24/2026