

PURCHASE RECOMMENDATION FORM

Requesting Board Approval of Purchases over \$50,000

DESCRIPTION of item or service to be purchased:	8 1/2" x 11" Copy Paper, Cardstock, Assorted Color Paper, Envelopes
REQUESTOR: (Campus/Department)	Warehouse/Purchasing
What is the PURPOSE of this purchase?	2520 Cases White Copy Paper 90 Cases of White cardstock 50 Cases various colored paper 5 cases [10 boxes] #10 white window security envelopes- For all TISD Campuses/Departments distributed by the Warehouse on an as needed basis.
State which Temple ISD-authorized PURCHASING COOPERATIVE, VENDOR, INTERLOCAL AGREEMENT, and/or CONTRACT you will use for this purchase:	A competitive Request for proposal and or Purchasing Cooperative
Justificaiton for SOLE SOURCE purchase (if applicable): (Must fill out Sole Source Form and provide Sole Source Letter from the vendor.)	N/A
Name of VENDOR(s):	Awarded Vendor and or vendors from authorized Purchasing Cooperatives: TASB BuyBoard Vendors/Equalis Vendors/OMNIA Vendors/CTPA
Maximum COST:	Not to exceed \$165,000 for the 2025-2026 school year.
Method used to ensure best value:	Purchasing Cooperatives and Competitive Request for Proposal Multiple quotes will be obtained for best value
DEADLINE for purchase:	6/30/2026
Funding source(s):	General Funds
Other information:	

revised: JAN 2023