

LEVEL I
\$0 to \$4,999

- a. Buy from district warehouse first (if available).
- b. District or state contracts should be used if applicable.
- c. Direct purchase by department with P CARD, eCHECK or PURCHASE ORDER.
- d. Purchases may **NOT** be artificially divided in order to avoid the next purchasing level.
- e. **One quote** by phone or email is required at this level to generate a requisition. Please add in the notes in Skyward, the vendor name and date the quote was received.

LEVEL II
\$5,000 to \$14,999

- a. District or state contracts should be used first.
- b. **Three telephone quotes** entered in non-printed comments of electronic purchase order system for POs and eChecks. Provide the names of the vendors, the date, and the amount of each quotation for audit purposes. Purchasing will assist if needed.
- c. Equipment \$5,000 and higher, plus items on the exception list are to be recorded with the Fixed Asset Department. Equipment under \$5,000 (single item) can be purchased using a supply account.
- d. Purchases may **NOT** be artificially divided in order to avoid the next purchasing level.

No NPO's or P Cards at this level.

LEVEL III
\$15,000 TO \$49,999

- a. District or state contracts should be used first.
- b. **Three written quotes** must be attached in the electronic purchase order system on company letterhead or official quote sheet. Company name, representative name, date, and dollar amount must be on the quote.
- c. Purchases \$15,000 and greater must be approved by the Director of Purchasing whether they are paid by an eCheck or using a Purchase Order.
- d. Purchases may **NOT** be artificially divided in order to avoid the next purchasing level.

No NPOs, eChecks or P Cards at this level.

LEVEL IV
\$50,000 and Above

- a. **Formal bid or contract must be conducted and approved by the Purchasing Department for purchases over \$50,000.**
- b. State contracts can be used.
- c. Purchases \$80,000 and greater must be approved by the Board of Education prior to ordering or initiating a purchase with the vendor.

No NPOs, eChecks or P Cards at this level.