

**LA VILLA ISD**  
**PURCHASING THRESHOLDS & REQUIREMENTS**

Purchase Amount	Support Required	Additional Info	Board Approval
Purchases of \$50,000 or more (Approved Vendor/Unapproved)	BID Proposal	FORMAL BIDS (Education Code 44.031) EDGAR	REQUIRED
Purchase of \$10,000-\$49,999 (Approved Vendor)	1 QUOTE Approved Vendor Purchasing Coop Contract	Copy of Purchasing Coop Contract	REQUIRED
Purchases of \$1.00-\$999 (Approved Vendor)	1 Quote Approved Vendor Purchasing Coop Contract	Copy of Purchasing Coop Contract	NOT REQUIRED
Purchase of \$500 - \$9,999 (Unapproved Vendor)	3 QUOTES		NOT REQUIRED
Purchase of \$10,000-\$49,999 (Unapproved Vendor)	3 QUOTES		REQUIRED
SOULCE SOURCE	1 QUOTE NOTARIZED SOLE SOURCE LETTER	DUE DILIGENCE OF RESEARCH THAT THERE IS NOT LIKE ITEM	REQUIRED IF IT'S OVER \$10,000

NOTE: ALL PURCHASES USING FEDERAL FUNDING WILL NEED TO INCLUDE AN  
EDGAR FORM AND CIP/DIP.

Updated 10/07/2022