

Purchase Commitment Amount	Support Required	Formal Solicitation	Legal Notice	Board Approval
*Less than \$2500.00	Use of any RISD approved vendor or vendor available through a Purchasing Cooperative of inter-local agreement.	Not Required	Not Required	Not Required
\$2500.00 or more	(3) <u>Verbal</u> quotes from an approved vendor; Quote may be by telephone or internet; documentation should be included with requisition	Not Required	Not Required	Not Required
\$10,000.00 or more	(3) <u>Written</u> quotes from an approved vendor; documentation should be included with requisition	Not Required	Not Required	Not Required
\$50,000.00 or more	Dept. should forward specifications to Purchasing Department for Formal Solicitation	Proper notice is given to allow for preparation of bid documents, posting of legal notice, acceptable deadline for submissions and evaluation period.	Notice is posted for 2-weeks in paper of record for Rockwall County	Not Required
\$100,000.00 or more	Dept. should forward specifications to Purchasing Department for Formal Solicitation	See Above: additional time is required for recommendation preparation and presentation to the Board of Trustees.	Notice is posted for 2-weeks in paper of record for Rockwall County	Required

Rockwall ISD Purchasing Levels and Requirements

*Off Contract = Purchases for goods/services that could not be combined in any "category" in which total expenditures could meet and/or exceed the \$50,000.00 threshold for the aggregate 12-month period.