



PURCHASING QUICK REFERENCE CHART FY 2018-2019

Dollar Thresholds*	Bid/Proposal/Quotation Award Authorization	Required Approvals (Budgetary Expenditure Authorization and Purchasing Authorization/Contract Execution)
\$0 – up to \$3,500	<ul style="list-style-type: none"> Competitive process is not required; a telephone, email or facsimile quote may be utilized. Purchasing Card (preferred method); if p-card cannot be used: voucher payment or school purchase order (or petty cash per petty cash policy). Refer to Purchasing Card Program Cardholder Handbook for allowable p-card purchases. 	<ul style="list-style-type: none"> Expenditures/purchases require approval by principal, director, program manager or designee.
\$3,500 – up to \$25,000	<ul style="list-style-type: none"> Competitive process is not required; a telephone, email or facsimile quote may be utilized. Requires requisition/purchase order or contract except as noted in DJB, DJE and FEG. Federally funded purchases of \$10,000 or greater require a telephone, email or facsimile quote. 	<ul style="list-style-type: none"> Expenditures/requisitions require approval by principal, director, program manager or designee. Purchase order/contract approved by purchasing agent. Purchasing agent may determine a quote process should be utilized.
\$25,000 – up to \$100,000	<ul style="list-style-type: none"> Informal quote, facsimile quote, email quote or electronic quote required (competitive quotes from at least 3 vendors). Purchasing Agent will work with department/school to get quotes. Requires requisition/purchase order or contract except as noted in DJB, DJE and FEG. Federally funded purchases require formal competitive sealed bid or request for proposal. 	<ul style="list-style-type: none"> Expenditures/requisitions require approval by principal, director, program manager or designee and executive director or appropriate cabinet member. Purchase order/contract award with approval of director of purchasing or designee.
\$100,000 – up to \$250,000	<ul style="list-style-type: none"> Formal competitive sealed bid or request for proposal required. Requires requisition/purchase order or contract except as noted in DJB, DJE and FEG. Federally funded purchases require formal competitive sealed bid or request for proposal. 	<ul style="list-style-type: none"> Expenditures/requisitions require appropriate approval by a chief officer, superintendent or designee; purchase order/contract award must be executed by the director of purchasing and a chief officer or superintendent or designee. Exception: Design/capital-related purchases/contracts/partial payments must be approved by the executive director of facilities and construction management or designee.
\$250,000 – up to \$500,000	<ul style="list-style-type: none"> Formal competitive sealed bid or request for proposal required. Requires requisition/purchase order or contract except as noted in DJB, DJE and FEG. Federally funded purchases require formal competitive sealed bid or request for proposal. 	<ul style="list-style-type: none"> Award of bids, proposals and/or contracts must be approved by director of purchasing and a chief officer or superintendent; purchase orders/contract awards must be executed by the director of purchasing and a chief officer or superintendent or designee. Exception: Capital-related programs/contracts/partial payments must be approved by the chief operating officer or designee; contract awards are governed by a separate policy, FEG.
\$500,000 or greater	<ul style="list-style-type: none"> Formal competitive sealed bid or request for proposal required. Requires purchase order or contract except as noted in DJB, DJE and FEG. Federally funded purchases require formal competitive sealed bid or request for proposal. 	<ul style="list-style-type: none"> Award of bids, proposals and/or contracts must be approved by Board of Education or designee.

***Per Policy DJB: Exemptions from Purchasing's Review** — All purchases in excess of \$3,500 per transaction must be processed through the purchasing department on a purchase requisition or contract, as determined by purchasing procedures, except for: conferences, travel and mileage, lodging, meals, speakers, subscriptions, utilities and monthly phone and cell phone expenses, professional or trade association memberships, camps, standardized test materials and scoring, postage and mailing charges, legal fees, insurance payments, purchases for resale up to \$25,000, fundraising up to \$25,000, license fees or inspection fees fixed by federal/state/or local regulation, theatre or play royalty fees, and rental of public recreation center or other public facilities for team practice (i.e. athletics).

Federally Funded Purchases — Shall be made in accordance with district purchasing policy and 2 C.F.R. Part 200 (UGG).

Prior to placing orders, please go to [Employee Connections > Purchasing Department > Products and Services](#) to determine if there is contract pricing available:

- [Purchasing Department - Products and Services](#)
- [Purchasing Department - Policy and Procedures](#)
- [Contact the Purchasing Department](#)

Please contact the Purchasing Department 303-982-6750 with any questions.