



**MARBLE FALLS  
INDEPENDENT  
SCHOOL DISTRICT**

**NEW VENDOR REQUEST**

NAME OF REQUESTOR:

CAMPUS & DEPT:

DATE OF REQUEST:

Vendor Name:

Reason for new vendor:

What is being ordered:

Funds being used:

General	<input type="checkbox"/>	Federal	<input type="checkbox"/>
Campus Activity	<input type="checkbox"/>	Capital/Bond	<input type="checkbox"/>
Student Activity	<input type="checkbox"/>		

Amount:

 \$ \_\_\_\_\_  
 **up to \$24,999 \*1 quote from vendor required for approval.**  
 **\$25,000 - \$49,999 \*3 quotes from Purchasing Cooperatives required + Board approval.**  
 **\$50,000 and up \*formal competitive procurement required (bid, rfp/rfq, Board approval).**

❖ Does this vendor accept Purchase Orders? (Contact vendor to verify) Yes  No

*\*An approved Purchase Order is required before any purchase can be made. If the vendor does not accept Purchase Orders, then you must find an alternative vendor or if it is a one-time purchase under \$350 you may use the district credit card (see your campus/department secretary for details).*

❖ Does this vendor belong to any Purchasing Co-Ops such as *BuyBoard, ESC, TIPS, Omnia Partners, etc.*

Yes ... Co-Op and Contract number \_\_\_\_\_  
 No

## Marble Falls ISD Purchasing Levels and Requirements

Purchase Commitment Amount	Support Required	Additional Forms	RFP/RFQ	Board Approval	Advertising
Purchases up to \$24,999	1 Quote from Existing Vendor	Obtain Written Quote	Not Required	Not Required	Not Required
Purchases \$25,000 to \$49,999	3 Quotes from <b>Purchasing Cooperatives</b>	Obtain Written Quotes	Already Completed By Business Office or Coop	Agenda Item Required	Not Required
For purchases \$50,000 - \$249,999	Formal Competitive Procurement	Bid or Cooperative	Required	Agenda Item Required	Required (2 Consecutive Weeks)
For purchases over \$250,000	Formal Competitive Procurement & Price Cost Analysis Required	Bid or Cooperative	Required	Agenda Item Required	Required (2 Consecutive Weeks)
Sole Source Purchase -State & Local Funds Use	1 Quote	Sole Source Affidavit & Executive Director of Finance Approval	Not Required if less than \$50,000	Not Required if less than \$25,000	Not Required
Sole Source Purchase - Federal Funds Use	1 Quote	TEA Approved Sole Source	Not Required if less than \$50,000	Not Required if less than \$25,000	Not Required

\* Applies to Local, State and Federal Funds

\*\*Sole Source Purchases applies to the \$25,000 to \$49,999 purchasing level only

\*\*\* Purchase is by commodity