



## PROCUREMENT THRESHOLD AMOUNTS FOR PURCHASES

(Revised: December 01, 2023)

- All purchases over \$3,500 must be made by a valid SCS purchase order.
- A minimum of three (3) competitive quotes in the open market is required for all purchases over \$3,500 up to \$24,999, when possible.
- A purchase of goods and services in excess of \$25,000 must be competitively bid.

### Exceptions below are:

- Emergency Purchase (The emergency must be approved by the Procurement Director.)
- Sole/Single Source Purchase (Stakeholder completes form on Procurement's website and follow instructions to submit for approval.)
- Approved Piggyback or Cooperative Agreement

**NOTE:** For an approved competitive solicitation award, cooperative agreement, piggyback, sole/single source purchase, or emergency purchase for goods only under \$100,000, a purchase order will be created and submitted to the vendor. If an agreement is required for services under \$100,000 (under \$75,000 for Professional Services), Procurement will submit the contract request to General Counsel with the supporting documentation. A purchase order will be created after receipt of the executed contract.

### For Board approval of \$100,000 or more (\$75,000 or more for Professional Services), the stakeholder must submit to the Buyer:

- Signed BAR
- Board Briefing Form
- 2<sup>nd</sup> Page of the Board Report
- If an agreement is required, Procurement will submit the contract request to General Counsel with the supporting documentation.

### For Board approval items:

- The stakeholder must also submit a minimum one-page PowerPoint to the appropriate agenda coordinator for the Procurement or Academic Committee Meeting.
- All contracts presented to the Board for approval **must** be presented 90 days before the projected effective date of the services.

**Upon Board approval and execution of the agreement, if an agreement is required, the purchase order will be created and submitted to the vendor**

- FOR INSTRUCTIONS/QUESTIONS FOR CONTRACT RENEWAL, AMENDMENT, AND NEW SOLICITATIONS, PLEASE SEE **PROCUREMENT SERVICES – FREQUENTLY ASKED QUESTIONS (FAQs)** DOCUMENT ON THE PROCUREMENT WEBSITE AT:  
<http://www.scsk12.org/procurement/resources?PID=596>