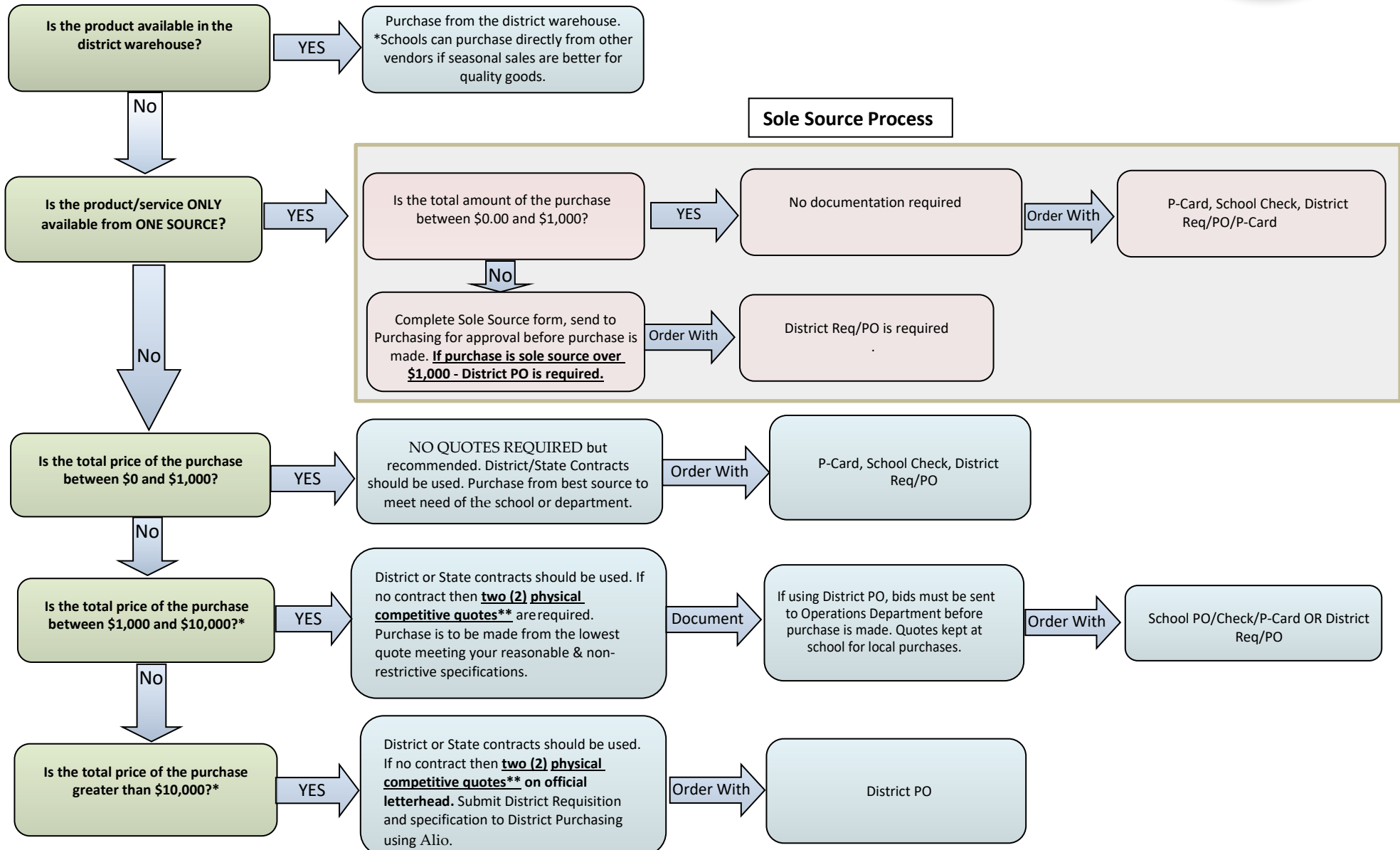




PURCHASING THRESHOLD FLOW CHART



*It is unlawful to intentionally or knowingly divide a procurement into 2 or more smaller procurements.

Definition of a valid quote (under \$10,000): Telephone call, email, internet – Remember-specs & delivery dates must be reasonable & not restrictive. Ask for delivery charge(s).

STUDENT TRAVEL – [\$0-1,000 no bids required], [\$1,000-\$50,000 per segment (airfare, lodging, transportation, etc.) two bids required and purchase can be made at school or district requisition], [Travel expenses to any ONE vendor or travel agency over \$50,000 require involvement and approval of purchasing department]