

LA VILLA ISD
PURCHASING GUIDELINES

\$50,000+ - bid/proposal and board approval
\$2,501 to \$49,999 - 3 written quotes from vendors
\$501-\$2,500– 3 quotes (written or verbal) from vendors
Up to \$500 – no quotes

Also, as a reminder, the local policy for LVISD is Board Approval is required on purchases of \$10,000.00 or more.

To facilitate process please use a vendor that is in a Co-Op or Purchasing Network.

Purchases requested from new vendors are reviewed and approved on a case-by-case basis.