

<b>LIBERTY COUNTY PURCHASING LEVELS AND REQUIREMENTS</b>					
#	Purchase Amount	Support Required	Additional Forms	BID/RFP	Approval
<b>County-wide Annual Aggregate Cost of Commodity Item &lt; \$ 50,000*</b>					
<b>PURCHASE ORDER NOT REQUIRED</b>					
1	<b>\$ 500 and Less</b> <i>Spot Purchases</i>	DOCUMENTATION MAY BE REQUIRED	USE REQUEST FOR PAYMENT FORM	NOT REQUIRED	DEPARTMENT HEAD
<b>PURCHASE ORDER REQUIRED</b>					
2	<b>\$ 501 to \$ 10,000</b>	1 QUOTE	NOT REQUIRED	NOT REQUIRED	PURCHASING AGENT
3	<b>\$ 10,001 to \$ 30,000</b>	3 VERBAL QUOTES	QUOTE TABULATION FORM	NOT REQUIRED	PURCHASING AGENT
4	<b>\$ 30,001 to \$ 49,999</b>	3 WRITTEN QUOTES	QUOTE TABULATION FORM	NOT REQUIRED	PURCHASING AGENT
<b>County-wide Annual Aggregate Cost of Commodity Item &gt; \$ 50,000*</b>					
5	<b>\$ 50,000 and Over</b> <i>Not Covered by BID/RFP or COOP</i>	FORMAL BID DOCUMENTS	SPECIFICATIONS APPROVED BY CC	REQUIRED	COMMISSIONERS COURT
6	<b>\$ 50,000 and Over</b> <i>Awarded BID/RFP</i>	AWARDED BID TABULATION	NOT REQUIRED	COMPLETED BY COMM COURT	COMMISSIONERS COURT
7	<b>\$ 50,000 and Over</b> <i>Approved COOP</i>	COOP CONTRACT #	NOT REQUIRED	COMPLETED BY COOP	COMMISSIONERS COURT
8	<b>Sole Source Purchase</b>	1 QUOTE	SOLE SOURCE AFFIDAVIT	NOT REQUIRED	COMMISSIONERS COURT

\* **Commodity Purchase Limits** - *If cumulative purchases for a single commodity item are anticipated to exceed \$ 50,000 in a fiscal year, then Commissioners Court must proceed with a formal competitive bidding process. Cumulative purchases include county-wide purchases and are not limited to purchases made by a single user department. See LGC Chapter 262 for exemptions to the competitive bidding process.*