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Purchase Commitment Amount	Support Required	Formal Solicitation	Legal Notice	Board Approval
Less than \$10,000.00	3 Verbal Quotes from approved vendor and Justification Form	Not Required	Not Required	Not Required
\$10,000.00 to \$49,999.99	3 Written Quotes from approved vendor and Justification Form	Not Required	Not Required	Not Required
\$50,000.00 to \$249,999.99	Via Bid or Purchasing Cooperative Contract	*Required, unless using cooperative contract; 3 quotes otherwise	Required if publishing bid	Required for over \$100k, unless using cooperative contract
\$250,000.00 or more	Independent price estimate prior to formal bid	*Required, with cost analysis produced	Required for 2-weeks prior to deadline for responses	Required for over \$100k, unless using cooperative contract

*\*Formal solicitations: Proper notice must be given to allow for preparation of bid documents, posting of legal notice, acceptable deadline for submissions and evaluation period.*