

McLennan Community College Purchasing Thresholds

Purchases under \$20k

- Bidding procedures are not required
- Informal quotes or cooperative purchasing encouraged

Purchases \$20,000-\$49,999

- Requires three written price quotations or cooperative purchasing
- Quotes must be uploaded into the purchase requisition

Purchases over \$50k

- Requires formal solicitation of proposals or cooperative purchasing
- Requires approval by MCC Board of Trustees

Additional notes:

- All purchases over \$1,000 require a PO/BPO
- All purchases require approval up through the division's chain of command, according to budget authority
- Thresholds are calculated in the aggregate for the fiscal year
- Grant funded purchases may have grant specific requirements that must be followed
- When using cooperative purchasing, the vendor must include the coop/contract info on their quote and this info must be listed in the printed comments of the PO/BPO. A copy of the PO/BPO must be sent to the Director of Purchasing so that it can be sent to the coop organization.