

City of Kyle, Texas  
Purchasing Policy \$ Thresholds for Bid Requirements  
Updated: 9/5/2023

Purchase Amount	Phone/Fax Quotes	Written Quotes	Sealed Competitive Bids	Online Notice	Published in Newspaper	Purchase Order	Council Approval
\$1 - \$2,999	No	No	No	No	No	No	No
\$3,000 - \$14,999	No	Yes	No	No	No	Yes	No
\$15,000 - \$49,999	No	Yes	No	No	No	Yes	No
>\$50,000	No	Yes	Yes	Yes	Yes	Yes	Yes

- Note:
1. On September 5, 2023, the City Council considered and approved two (2) amendments to the Purchasing Policy:
    - a. Increase City Manager's purchasing authority from \$15,000 to \$50,000
    - b. Remove the online notice requirement for purchases between \$15,000 and \$49,999
  2. For details, refer to the purchasing policy and guidelines available and accessible using the link below.  
<https://www.cityofkyle.com/finance/purchasing-policy-requirements>