

PURCHASE RECOMMENDATION FORM

Requesting Board Approval of Purchases over \$50,000

DESCRIPTION of item or service to be purchased:	Office and School-Copier & Construction Paper, Cardstock, and Envelopes
REQUESTOR: (Campus/Department)	Temple ISD Purchasing Department
What is the PURPOSE of this purchase?	To provide district-wide paper product supplies for campus and department operational needs, including: White and Multi-colored copier paper, cardstock, and envelopes. Supplies will be stocked and distributed by the Warehouse on an as-needed basis throughout the 2026–2027 school year.
State which Temple ISD-authorized PURCHASING COOPERATIVE, VENDOR, INTERLOCAL AGREEMENT, and/or CONTRACT you will use for this purchase:	Purchases will be made through approved purchasing cooperatives, including but not limited to: TASB BuyBoard, OMNIA Partners, and Equalis Group
Justificaiton for SOLE SOURCE purchase (if applicable): (Must fill out Sole Source Form and provide Sole Source Letter from the vendor.)	N/A
Name of VENDOR(s):	Purchases will be made from vendors authorized under competitively awarded purchasing cooperative contracts approved for use by Temple ISD.
Maximum COST:	Not to exceed \$80,000 for the 2026-2027 school year.
Method used to ensure best value:	Utilization of competitively awarded purchasing cooperative contracts. Multiple vendor quotes will be reviewed to ensure best value pricing and availability.
DEADLINE for purchase:	Purchases to be completed by 6/30/2027
Funding source(s):	General Funds
Other information:	Paper office supplies support daily instructional and administrative operations across all Temple ISD campuses and departments.

revised: JAN 2023