



Meeting Date: May 26, 2026 **Agenda Type:** Action Items

From: Anna Melton **Reviewed by:** Kimberly DaCosta
Purchasing Manager Interim Director of Financial Services

Submitted by: Jessica Williams **Approved by:** Ryan Kelso
Chief Financial Officer Chief Executive Officer

RECOMMENDED ACTION: Discuss and Consider Adoption of Resolution R-2026-215 Approving Revisions to the NBU Purchasing Policy and Other Matters in Connection Therewith

BACKGROUND

The NBU Purchasing Policy (“the Policy”) was last updated by the NBU Board of Trustees in 2019. Changes to the Texas Government Code and the Texas Local Government Code enacted during the 2025 legislative session have necessitated updates to the Policy. A full-scale review of the Policy was performed, and the following updates are proposed for the Board’s consideration:

1. an increase in the threshold for formal procurement from \$50,000 to \$100,000, in accordance with statutory increases;
2. an increase in the signature authority for Managers, Directors, and Executives, in order to increase efficiency of contract processing and reduce processing time of internal signature routing;
3. an increase of the Electric Line of Business (“ELOB”) exemption from competition limit, from \$3 million to \$5 million, to accommodate market inflation related to electrical materials purchases;
4. an increase in the threshold for reporting of competitive matters from \$50,000 to \$250,000, in alignment with the Board approval threshold for general contracts;
5. updated definitions to provide added clarity;
6. the addition of Section IX, describing in more detail the process for procurement of items defined as High Technology; and
7. the addition of Section XVI.B detailing the criminal penalties for violation of procurement law.

FINANCIAL IMPACT

There is no direct financial impact associated with adopting the revised policy.

LINK TO STRATEGIC PLAN

Financial Excellence

Stewardship

EXHIBITS

1. Resolution Approving Revisions to the Purchasing Policy
2. Redline Version of Purchasing Policy