



Finance Department | Purchasing Division
39002 Ave. T. | Galveston, TX 77550 | 409-766-5100
www.gisd.org

Purchases \$0 - \$9,999

- 1 quote required, must be attached to requisition
- No PIF is necessary
- Co-Op pricing preferred

\$10,000 - \$24,999

- 2 quotes required and must be attached to the requisition in Skyward
- Co-Op pricing preferred
- No PIF necessary if lowest quote is selected
- Use Skyward note tab on requisition to state lowest quote was selected
- If the lowest quote is not selected, a signed PIF is required with both quotes listed and reason for choice. The PIF must be attached to the requisition.

\$25,000 - \$49,999.99

- 3 quotes required and must be attached to the requisition in Skyward
- Co-Op pricing preferred
- No PIF necessary if lowest quote is selected
- Use Skyward note tab on requisition to state lowest quote was selected
- If the lowest quote is not selected, a signed PIF is required with both quotes listed and reason for choice. The PIF must be attached to the requisition.

PIF:

The Purchase Inquiry Form (PIF) is only required if the lowest quote is not chosen. This form provides a summary of the quotes obtained and the explanation as to why price was not the deciding factor. Galveston Independent School District's best practice is to follow the above requirements. The PIF requirement can be waived by the Assistant Superintendent of Business & Operations or designee during rare, exceptional circumstances (i.e., exceptionally long lead time; emergency situation; past history of unacceptable service or quality; etc.) The PIF is found online under Business Forms - see *Purchase Inquiry Form (PIF)*.