



### PURCHASE INQUIRY FORM (PIF)

Complete this form if requisition totals **\$10,000 or more** and the lowest quote was **not** chosen.

Please include all quotes with this form.

<b>ITEM/SERVICE BEING PURCHASED</b>			
<b>CIRCLE CHOSEN QUOTE</b>	<b>1st QUOTE</b>	<b>2nd QUOTE</b>	<b>3rd QUOTE</b> <small>(only needed if \$25,000.00 or more)</small>
<b>VENDOR NAME</b>			
<b>CONTACT NAME</b>			
<b>EMAIL and PHONE NUMBER</b>			
<b>QUOTED PRICE</b>	\$	\$	\$
<b>SHIPPING</b> <small>(if applicable)</small>	\$	\$	\$
<b>TOTAL</b>	\$	\$	\$
<b>NAME OF COOP</b> <small>(if applicable)</small>			
<b>REASON FOR CHOICE</b> (Please explain why lowest quote was <i>not</i> chosen or why only 1 quote was obtained.)*			
<b>ORIGINATOR</b>			
<b>CAMPUS/DEPT</b>			
<b>ACCOUNT #</b>			
<b>BUDGET MANAGER SIGNATURE</b>			

\* Subject to approval by Director of Finance