



Purchasing TIPS

Vendor Listing

We are hoping to provide a tool that will allow you to see the vendors in Frontline that are already approved and see cooperatives for a specific month. Often quotes will reference pricing based on Cooperative or RFP contracts. **The goal of this vendor listing tool:**

- Vendors often change cooperative contracts from one month to the next month.
- Using this tool - you could see what cooperatives a vendor is on and comparison shop.
- Verify if a vendor you want to use is an *approved vendor
- Quickly identify the vendor you are seeking is not an unapproved vendor.

Something to note: *approved vendor – Occasionally, a vendor may be found on the approved list that has not been used in several years. The vendor is considered dormant and may simply need updated documents to be reactivated. You will not know this fact by looking at the vendor list. If this is the case Purchasing will request updated documents from the vendor. The vendor might choose to not submit the documents and we will notify you if this occurs.

- Where to find it...
 - District's website
 - Departments
 - Purchasing
 - Approved vendors

■ [» VENDOR LISTING](#)

Uses your district's universal user name and password

Additional guidance can also be found in the FPM Page 12-7

Vendors Allowed for Card Purchases

The Procurement Card can be used, subject to Galena Park ISD guidelines, with any approved vendor (verified in Frontline TEAMS) that accepts MasterCard as a form of payment. A listing of approved vendors is found on the Purchasing website (<https://www.galenaparkisd.com/Page/1153>). Non-approved vendors may be used in emergency situations, when lower costs are found, or other circumstances when approved in advance, in writing, by a Cabinet level supervisor.

Certain exceptions to using approved vendors exist when using the Procurement Card for registration fees for conferences, seminars, and training courses. Please reference Section 6: Employee Travel for guidelines surrounding the use of the card for registration fees and travel expenses.