



# STATE PROCUREMENT OFFICE RECORD OF PROCUREMENT

1. Agency: \_\_\_\_\_ 2. PO/pCard. No. \_\_\_\_\_

3. Date: \_\_\_\_\_ 4. Project/Requisition/Work Order No. \_\_\_\_\_

5. Record for:  Small Purchase procurements for goods, services, & construction \$5,000 to less than \$15,000 (HRS §103D-305)\*  
 Small Purchase procurements for health & human services less than \$25,000 (HRS §103F-405)

\* Small purchases \$15,000 to less than \$100,000 (goods & services) and less than \$250,000 (construction) shall be conducted on the Hawaii Electronic Procurement System (HePS) pursuant to Procurement Circular No. 2012-04.

6. **PART A.** Description of good/service/construction to be procured (Ref. HAR chapter 3-122, subchapter 8):

7. **PART B.** Quotations Solicited - Obtain no less than three written quotes (Ref. HAR §3-122-75(b) & (c)):

Award To: (Check Box)	8. Vendor/Company Name	9. Representative Name	10. Phone No	11. Date of Quote	12. Amount Quoted
<input type="checkbox"/> 1.					
<input type="checkbox"/> 2.					
<input type="checkbox"/> 3.					
<input type="checkbox"/> 4.					
<input type="checkbox"/> 5.					

13. **PART C.** Justification for inability to obtain minimum three quotations, if applicable (Ref. HAR §3-122-75(d)):

14. **PART D.** Justification for award to other than lowest responsive, responsible vendor, if applicable (Ref. HAR §3-122-75(e)):

<b>Employee**</b> conducting procurement:		<b>Procurement Officer**</b> approval:	
15. Signature	Date	16. Signature	Date

\*\*In accordance with Procurement Delegation No. 2010-01 – Delegation of Procurement Authority

**FILE A COPY AS SUPPORTING DOCUMENTATION IN THE PROCUREMENT FILE.**