

Instructions for Completion of University of Hawaii
Record of Verbal Quotations Form

a. General Guidelines

The Record of Verbal Quotations form may be used to record quotations received verbally, by facsimile (fax), or electronically (e-mail) for purchases of goods, services, and construction of at least \$2,500 but less than \$15,000.

The use of this form is optional for purchases of goods and services of less than \$2,500.

A completed Record of Verbal Quotations form or alternative form deemed acceptable by the purchasing officer shall be maintained in the procurement file together with other supporting documentation.

b. Completion Instructions

All appropriate spaces should be completed. If space is insufficient, attach an additional sheet and make reference to it on the face of the form.

- 1) Program Enter name of University program.
- 2) P.O. No. Enter purchase order number if known by preparer.
- 3) Date Enter date of preparation.
- 4) Project/
Requisition/
Work Order No. Enter identification number (if applicable).
- 5) Part A Provide a complete description of the goods, services, or construction required stating any brand names, model number or catalog numbers and the statement "or acceptable alternate" together with minimum specifications. If only one brand is solicited and alternate brands are not acceptable, sole brand justification must be provided stating reasons why only that brand

will satisfy the program's requirements. When obtaining quotations, provide the same description to each vendor.

- 6) Part B Enter all quotations obtained including the vendor's name, the name and title of the individual providing the quotation, the telephone number, the date and time of the quotation, the time of delivery, and the amount quoted including all delivery charges and applicable taxes.
- 7) Part C If unable to obtain a minimum of three quotations, enter explanation.
- 8) Part D If award is made to a vendor other than the vendor submitting the lowest quotation, enter explanation.
- 9) Signature and Date Signature of the individual who solicited the quotations and the date of signature.
- 10) Signature and Date Signature of the fiscal officer and the date of signature.