

UNIVERSITY OF HAWAII
RECORD OF VERBAL QUOTATIONS

Program: _____

P.O. No. _____

Date: _____ Project/Requisition/Work Order No. _____

Part A. Description of goods/services/construction:

[Empty box for Part A description]

Part B. Quotations Solicited (Minimum of three):

| | <u>Vendor</u> | <u>Contract Name & Title</u> | <u>Phone No.</u> | <u>Date & Time of Quote</u> | <u>Delivery Time</u> | <u>Amount Quoted</u> |
|----|---------------|----------------------------------|------------------|---------------------------------|----------------------|----------------------|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |

Part C. Justification for inability to obtain minimum of three quotations.

[Empty box for Part C justification]

Part D. Justification for award made to other than lowest quotation.

[Empty box for Part D justification]

Reminder: If sole source or sole brand purchase, include justification in file.
If single or sole source procurement of \$2,500 or more, include Form 95 in file.

Signature: Individual soliciting quotations

Signature: Fiscal Officer

Date: _____

Date: _____

MAINTAIN COPIES OF SUPPORTING DOCUMENTATION IN THE PROCUREMENT FILE.