

(01/2005)

Instructions for Preparation of University of Hawai'i Notice to Sole Source Form

1. Date Notice Posted - Date will be determined by OPRPM.
2. Item(s) to be purchased - Generic name of item(s) or service being purchased; e.g., computer equipment, computer hardware, scientific equipment, elevator maintenance.
3. Qty. - Number or amount required.
4. Description - Brief but exact description of items or services required. If space provided in Description is insufficient, attach additional pages.
5. Party to be awarded - Name, address, and zip code of selected supplier.
6. Date Contract to be issued - Date will be determined by OPRPM.
7. Procurement Specialist - Assigned by OPRPM.