

UNIVERSITY OF HAWAII REQUISITION

(1) CAMPUS SW

(2) DATE 09/01/99

(3) PURCHASE ORDER NO. PA12345

DELIVER TO: (INCLUDE DEPARTMENT NAME)

Office of Information Technology
(4) 2532 Correa Road, Building 37
Honolulu, HI 96822

ACCOUNT CODE

(7a) *See Comments

FEDERAL FUNDS APPLY: YES ☐ NO ☒ (7b)

VENDOR

Presentation Products, Inc.
(5) 4224 Waiialae Avenue, #5-303
Honolulu, HI 96816

REQ'NER TEL NO.	REQUISITION NO.	VENDOR CODE
(8) 956-5026	(9) 06612	(10)

REQUISITIONER

(11) Ron Lewis

OTHER VENDORS CONTACTED AND THEIR QUOTATIONS

- (6)
- | | | |
|----|--------------------------|-------------|
| 1. | Multimedia Presentations | 8,358.00 |
| 2. | CompView, Inc. | no response |
| 3. | The Audio Visual Company | 8,500.00 |
| 4. | | |

DELIVER ON/BEFORE	DELIVER PREPAID VIA
(12) 6 days ARO	(13) Best Way

F.O.B. POINT IS THE SAME AS DELIVERY POINT UNLESS INDICATED OTHERWISE HEREAFTER

F.O.B. (14)

CONTRACT/PRICE LIST/QUOTATION NO.	DISCOUNT TERMS
(15) Linda Savoie 6/24/96	(16)

ITEM NO.	QUANTITY	DESCRIPTION—UNIT PRICES ARE E(ESTIMATED) OR F(FIRM)	OBJECT CODE	E/F	UNIT PRICE	AMOUNT
(17)	(18)	(19)	(20)	(21)	(22)	(23)
1	1	InFocus Systems LitePro 580 Portable LCD Projector	7710	F		7,399.00
2	1	Soft Carrying Case	3400	F		84.00
3	1	Additional user replacement lamp for Item #1	3400	F		299.00
		4.167% Tax				324.28
		Shipping & Handling				87.15

COMMENTS

(25)

* 134287 7710 = \$4,794.47
134407 7710 = 3,000.00
134287 3400 = 398.96

TOTAL

(24)
8,193.43

EQUIPMENT TO BE LOCATED: (26)

OR INCORPORATED INTO EXISTING EQUIPMENT: (27)

BLDG. 37

RM.

DECAL NO. (OR P.O. NO. IF DECAL NOT ISSUED)

I CERTIFY THAT THIS PURCHASE SUPPORTS THE UNIVERSITY PROGRAM INDICATED IN THE ACCOUNT CODE BLOCK.

(28)

David Tanaka

Director

APPROVING AUTHORITY TYPED NAME TITLE

I CERTIFY THAT SUFFICIENT FUNDS ARE AVAILABLE IN THIS ACCOUNT FOR THIS PURCHASE AND THAT THIS PURCHASE IS IN ACCORDANCE WITH APPLICABLE UNIVERSITY POLICIES AND PROCEDURES.

(29)

TELEPHONE NO. 956-7604

Jan Wong

09/01/99

F.O. CODE NO. 066

FISCAL OFFICER DATE

PURCHASE ORDER
NO.

DATE _____

FEDERAL FUNDS APPLY: YES ☐ NO ☐

REQ'NER TEL NO.

REQUISITION NO.

VENDOR CODE

REQUISITIONER

DELIVER ON/BEFORE

DELIVER PREPAID VIA

F.O.B. POINT IS THE SAME AS DELIVERY POINT UNLESS INDICATED OTHERWISE HEREAFTER

F.O.B.

CONTRACT/PRICE LIST/QUOTATION NO.

DISCOUNT TERMS

EQUIPMENT TO BE LOCATED:		OR INCORPORATED INTO EXISTING EQUIPMENT:
BLDG.	RM.	DECAL NO. (OR P.O. NO. IF DECAL NOT ISSUED)

I CERTIFY THAT THIS PURCHASE SUPPORTS THE UNIVERSITY PROGRAM INDICATED
IN THE ACCOUNT CODE BLOCK.

I CERTIFY THAT SUFFICIENT FUNDS ARE AVAILABLE IN THIS ACCOUNT FOR THIS PURCHASE AND THAT THIS PURCHASE IS IN ACCORDANCE WITH APPLICABLE UNIVERSITY POLICIES AND PROCEDURES.

TELEPHONE NO.

F.O.
CODE NO. _____

APPROVING AUTHORITY	TYPED NAME	TITLE
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FISCAL OFFICER _____ DATE _____

UNIVERSITY OF HAWAII
FORM INSTRUCTIONS
REQUISITION

PURPOSE: To request expenditure of funds for goods, services or construction by purchase order.

DATA ITEM	COMPLETION INSTRUCTIONS
	All fields must be completed unless noted as <u>optional</u> . Shaded items represent information to be completed by OPRPRM. Users are advised to review Administrative Procedures, Section A8.200, Procurement, for more comprehensive explanation of purchasing policies and procedures and for more detailed instructions on the completion of this form.
CAMPUS	Enter campus code. Refer to Table A12.099.
DATE	Enter date form prepared.
PURCHASE ORDER NUMBER	Enter purchase order or other document number, if known.
DELIVER TO	Enter complete address of delivery location.
VENDOR	Enter complete name and order address of vendor.
OTHER VENDORS CONTACTED AND QUOTATIONS	Enter names and quotes from other vendors contacted.
ACCOUNT CODE	Enter 6-digit SL account code to be charged.
FEDERAL FUNDS APPLY	Check appropriate box.
REQ'NER TEL NO	Enter phone number of requisitioner.
REQUISITION NUMBER	Enter requisition number.
VENDOR CODE	Leave VENDOR CODE blank.
REQUISITIONER	Enter name of requisitioner.
DELIVER ON/BEFORE	Enter number of days for delivery, e.g., 30 days ARO, or delivery date.
DELIVER PREPAID VIA	Enter delivery method.
F.O.B. POINT	Enter F.O.B. location if different from DELIVER TO address.
CONTRACT/PRICE LIST/QUOTATION NUMBER	Enter contract, price list or quotation number. Enter date of quotation and name of person who submitted quote.
DISCOUNT TERMS	Enter payment discount terms.
ITEM NUMBER	Enter items to be purchased in numerical sequence.
QUANTITY	Enter quantity of items to be purchased.
DESCRIPTION	Enter description of items to be purchased. Enter exemption statement, if applicable.
OBJECT CODE	Enter 4-digit subcode to be charged.
E/F	Enter "E" or "F" for estimated or firm price.
UNIT PRICE	Enter unit price per item.
AMOUNT	Enter extended price of item.
TOTAL	Enter sum of all extended prices from AMOUNT column.
COMMENTS	Enter summary of dollar totals by object code.
EQUIPMENT TO BE LOCATED	Enter permanent location of equipment.
INCORPORATED INTO EXISTING EQUIPMENT	Enter equipment and decal number or PO number of existing equipment.
APPROVING AUTHORITY FISCAL OFFICER	Signatures and dates are required by the appropriate approving authority (e.g. Principal Investigator, Project Director, Dean, Director, etc.) and Fiscal Officer.