

**UNIVERSITY OF HAWAII
RECORD OF VERBAL QUOTATIONS**

Program: _____ P.O. No. _____

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

Part A. Description of goods/services/construction:

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Part B. Quotations Solicited (Minimum of three):

	<u>Vendor</u>	<u>Contact 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.

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

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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.