

## UNIVERSITY OF HAWAII RECORD OF VERBAL QUOTATIONS

Program: \_\_\_\_\_

P.O. No. \_\_\_\_\_

Date: \_\_\_\_\_ Project/Requisition/Work Order No. \_\_\_\_\_

Part A. Description of goods or services:

Part B. Quotations Solicited (Minimum of three):

	<u>Vendor</u>	<u>Contract Name &amp; Title</u>	<u>Phone No.</u>	<u>Date &amp; 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.

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

Reminder:            If sole brand purchase, include OPM Form 144 in file.  
                          If single procurement of \$5,000 or more, include OPM Form 95 in file.

\_\_\_\_\_  
Signature: Individual soliciting quotations

\_\_\_\_\_  
Signature: Fiscal Administrator

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**MAINTAIN COPIES OF SUPPORTING DOCUMENTATION IN THE PROCUREMENT FILE.**