



STATE PROCUREMENT OFFICE

RECORD OF PROCUREMENT

1. Agency: _____ 2. PO/pCard. No. _____

3. Date: _____ 4. Project/Requisition/Work Order No. _____

- 5. This form is for: [] Small Purchase procurements pursuant to HRS §103D-305, \$5,000 to less than \$15,000
[] Small Purchase procurements pursuant to HRS §103F-405, less than \$25,000
[] *Sole Source Procurements pursuant to HRS §103D-306, less than \$50,000
[] *Emergency Procurements pursuant to HRS §103D-307, less than \$50,00
*Awards shall be posted in accordance with Procurement Circular 2006-01, or as amended.

6. PART A. Description of good/service/construction:

7. PART B. QUOTATIONS SOLICITED:

Table with 5 columns: SELECTION (Check Box), Vendor Name, Representative, Phone No, Date of Quote, Amount Quoted. Rows 1-5 with checkboxes.

13. PART C. Justification for inability to obtain minimum three quotations, if applicable:

14. PART D. Justification for award made to other than lowest responsive, responsible vendor:

15. Signature _____ date _____ 16. Signature _____ date _____
Employee soliciting quotations Procurement Officer approval

FILE A COPY AS SUPPORTING DOCUMENTATION IN THE PROCUREMENT FILE.