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|  | STATE PROCUREMENT OFFICERECORD OF PROCUREMENT |
| 1. Agency:  |

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|       |

  | 2. PO/pCard. No.  |       |
| 3. Date:  |       |  4. Project/Requisition/Work Order No.  |       |

5. Record for: [ ]  Small Purchase procurements for goods, services, & construction less than $5,000 (HRS §103D-305)\*

 [ ]  Small Purchase procurements for goods, services, & construction $5,000 to less than $15,000 (HRS §103D-305)\*

 [ ]  Small Purchase procurements for health & human services less than $100,000 (HRS §103F-405)

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|       |

 [ ]  SPO Price List or Vendor List Contract No.

 \* Small purchases $15,000 to less than $100,000 (goods & services) and less than $250,000 (construction) shall be conducted

 on an electronic procurement system.

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| 6. **PART A**. Description of good/service/construction to be procured (Ref. HARchapter 3-122, subchapter 8):      |

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| 7. **PART B.** Quotations Solicited- Obtain no less than three written quotes(Ref. HAR§3-122-75(b) & (c)): |
| Award To: (Check Box) | 8. Vendor/Company Name | 9. Representative Name | 10. Phone No | 11. Date of Quote |  12. Amount Quoted |
|  [ ]  1. |       |       |       |       |       |
|  [ ]  2. |       |       |       |       |       |
|  [ ]  3. |       |       |       |       |       |
|  [ ]  4. |       |       |       |       |       |
|  [ ]  5. |       |       |       |       |       |

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| 13. **PART C**. Justification for inability to obtain minimum three quotations, if applicable (Ref. HAR§3-122-75(d)):       |

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| 14. **PART D.** Justification for award to other than lowest responsive, responsible vendor, if applicable (Ref. HAR §3-122-75(e)):       |
| **Employee** conducting procurement:        | **Procurement Officer** approval:       |
| 15. Signature Date  | 16. Signature Date |

 **FILE A COPY AS SUPPORTING DOCUMENTATION IN THE FILE PROCUREMENT FILE.**