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