

**STATE OF HAWAII
RECORD OF SMALL PURCHASES**

Agency: _____ P.O. No. _____

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

QUOTATIONS RECEIVED

PART A. DESCRIPTION OF GOOD/SERVICE/CONSTRUCTION:				
PART B. QUOTATIONS SOLICITED:				
Vendor Name	Representative	Phone No.	Date of Quote	Amount Quoted
1.				
2.				
3.				
4.				
5.				
PART C. JUSTIFICATION FOR INABILITY TO OBTAIN MINIMUM THREE QUOTATIONS, IF APPLICABLE:				
PART D. JUSTIFICATION FOR AWARD MADE TO OTHER THAN LOWEST QUOTATION (NOT APPLICABLE FOR CONSTRUCTION ABOVE \$5,000 AS AWARD SHALL BE TO LOWEST QUOTATION):				

Signature of Employee Soliciting Quotations

Date

Signature of Procurement Officer/Designee Approval

Date

FILE A COPY AS SUPPORTING DOCUMENTATION IN THE PROCUREMENT FILE.
SPO Form-10 Rev. 10/01