



ABSTRACT SUMMARY (FORM PROC-02, Rev. 6.14.2016)

Vendor # _____ Requisition No. _____ PO No. _____

UOG UNIT _____

ROUTING:	
1. REQUISITIONER	_____
2. UOG DEPT	_____
3. PROCUREMENT	_____
4. CERTIFYING OFFICER	_____
5. APPROVING OFFICER	_____

UNIVERSITY OF GUAM
UNIBETSĒDĀT GUAHAN

Administration and Finance
Consolidated Procurement Office

I CERTIFY THAT THE FOREGOING STATEMENT OF INFORMAL QUOTATION IS TRUE AND CORRECT AND PRICES CHARGED ARE JUST, FAIR, AND REASONABLE, AND THE BEST OBTAINABLE FOR THE DESCRIBED BELOW.

Requisitioner's Name & Signature/Unit/Date
Phone: _____

REMARK(S):

1. For use to summarize vendor quotes (including telephonic quotations).

Date quote was obtained		Date quote was obtained		Date quote was obtained				
Vendor Name:		Vendor Name:		Vendor Name:				
Fax:		Fax:		Fax:				
Quoted by:		Quoted by:		Quoted by:				
PHONE #:		PHONE #:		PHONE #:				
DELIVERY:		DELIVERY:		DELIVERY:				
DESCRIPTION	QTY	UNIT	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1								
2								
3								
4								
5								
6								
7								
Advance payment: Yes /__ / No /__ /			MAT. COSTS					
G/L Account Number: _____			AMT. DISC.					
			NET TOTAL					