



ABSTRACT SUMMARY (FORM PROC-02, Rev 5.21.2018)

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

Vendor # _____ Requisition No. _____ PO No. _____

UOG UNIT _____

UNIVERSITY OF GUAM
UNIBETSEDĀT 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					