Date Completed	

Small Purchase/Informal Procurement Log

Supplier	Date	Method of Contact	Discussion	Bid Price	Negotiate
		Contact			
		·			
(s) to be purchased	and specifications:				
Supplier	Date	Method of Contact	Discussion	Bid Price	Negotiate
I					
(s) to be purchased	and specifications:				
	and specifications:				
(s) to be purchased Supplier	and specifications:	Method of Contact	Discussion	Bid Price	Negotiate
		Method of	Discussion	Bid Price	Negotiate

Annually, pricing of three different items must be documented from three vendors and kept on file.