

Date Completed: \_\_\_\_\_

# Small Purchase/Informal Procurement Log

Item(s) to be purchased and specifications: \_\_\_\_\_

Supplier	Date	Method of Contact	Discussion	Bid Price	Negotiated

Item(s) to be purchased and specifications: \_\_\_\_\_

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Item(s) to be purchased and specifications: \_\_\_\_\_

Supplier	Date	Method of Contact	Discussion	Bid Price	Negotiated

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