

SMALL PURCHASE PROCUREMENT LOG

Items to be Purchased	Quantity Requested	Vendor Name:		Vendor Name:		Vendor Name:					
		Unit Price	Total (Quantity x Unit Price)	Unit Price	Total (Quantity x Unit Price)	Unit Price	Total (Quantity x Unit Price)				
		TOTAL COST	\$			TOTAL COST	\$			TOTAL COST	\$

Date Contacted: _____

Method Contacted:

- Phone
- Email
- Other (Describe) _____

Vendor Selected: _____

Additional Notes: _____

Signature of individual completing this form:

Date:
