

INFORMAL PROCUREMENT LOG

Items to be Purchased	Quantity Expected to Buy	Vendor:		Vendor:		Vendor:	
		Unit Price	Extended Price (Quantity x Unit Price)	Unit Price	Extended Price (Quantity x Unit Price)	Unit Price	Extended Price (Quantity x Unit Price)
TOTAL			\$		\$		\$
Vendor Selected		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Date and Method of Contact							
Additional Notes:							
Signature of person completing this form:						Date:	