

INFORMAL PROCUREMENT LOG

Institution Name: _____

Items typically 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:									
✓ Purchasing Plan (Frequency):		<input type="checkbox"/> Bi-Weekly		<input type="checkbox"/> Weekly		<input type="checkbox"/> Bi-Monthly		<input type="checkbox"/> Monthly	
Signature of person completing this form:						Date:			