**Informal Purchasing Log**

|  |  |  |  |
| --- | --- | --- | --- |
| Vendor Names: |  |  |  |
| Items to be purchased:* Product specifications
* Delivery Frequency
* Packaging
 | Total Quantity Expected to Buy | Unit Price | Extended Price (Quantity x Unit Price) | \*VS (✓) | Unit Price | Extended Price (Quantity x Unit Price) | \*VS (✓) | Unit Price | Extended Price (Quantity x Unit Price) | \*VS (✓) |
| 1. |  |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |  |  |
| Total Price: |  | $ |  |  | $ |  |  | $ |  |
| \*Vendor Selected (VS) |  |  |  |
| Date & method of contact: |  |  |  |
| Name of person quoting pricing: |  |  |  |
| Duration pricing is good for: |  |  |  |
| Additional Notes: |
| Signature of person completing this form: | Date: |

\*Vendor selected (VS); you can award all items to one bidder (lowest total price), or you can award bids on a line-item basis (lowest per item price)