

Informal Purchasing Log

Vendor Names:		1.			2.			3.		
Items to be purchased: <ul style="list-style-type: none"> 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)		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
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)