**INFORMAL PROCUREMENT LOG**  
TO BE USED FOR PURCHASES OF $150,000 OR LESS

Check the box next to the supplier that you choose. If chosen supplier does not provide the lowest overall price, explain decision on attached sheet.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Item(s) to be purchased and specifications | Bid Price | Negotiated Price | Discussion | Date & Method of Contact |
| Supplier #1 |  |  |  |  |  |
| Supplier #2 |  |  |  |  |  |
| Supplier #3 |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
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| Supplier #3 |  |  |  |  |  |