

### Small Purchase Log

Supplier Name:										
<u>Items to be Purchased:</u>	Quantity estimated to be purchased	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)
<ul style="list-style-type: none"> <li>• Delivery Frequency : _____</li> <li>• Bid will be honored for: _____ <small>(number of day(s)/week(s)/month(s)) (school will state time period)</small></li> </ul>				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
1. Product name & specification:				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
2. Product name & specification:				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
3. Product name & specification:				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
4. Product name & specification:				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
<b>Total:</b>		\$		<input type="checkbox"/>	\$		<input type="checkbox"/>	\$		<input type="checkbox"/>
*Bidder Selected (BS)				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
<small>*Bidder Selected (BS); sponsor can award all items to one bidder (lowest total price) or award purchase on a line item basis (lowest line item price). Sponsors need to tell the bidders which option they will use for awarding the purchase when they are asking for pricing. The sponsor can state that either option may be used to award the purchase.</small>										
<b>Method of contact:</b> Email/Fax/Mail/In person/Phone										
<b>Name of person quoting pricing:</b>										
<b>Date contacted:</b>										
<b>Additional Notes:</b>										
Signature of person completing this form:								Date:		

**Name of bidder selected:** \_\_\_\_\_  
**Bidder selected was notified on:** \_\_\_\_\_ (If notification was in writing attach document to the procurement log/evaluation matrix)  
**Method of notification:** \_\_\_\_\_ (Email/Fax/Mail/In person/Phone)