# Informal Procurement Log

Date completed: \_\_\_\_3/21/16 \_\_\_\_\_\_\_\_\_

Item(s) to be purchased and specifications: \_\_\_\_\_Cucumbers, 20 lbs. \_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Supplier** | **Month needed** | **Method of Contact** | **Discussion** | **Bid Price** | **Negotiated** |
| Plentiful Produce Farm | Sept 2016 | Email | Located in county | 1.00 |  |
| Violet’s Veggies | Sept 2016 | Email | Located in county | 1.20 |  |
| Marvelous Gardens | Sept 2016 | Phone | Located in adjacent county | 0.95 |  |

\*\*Annually, pricing of items must be documented from three different vendors and kept on file.\*\*