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## Informal Procurement Log

	Quantity Expected to Buy	Vendor #1			Vendor #2			Vendor #3		
		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* (✓)
<b>TOTAL</b>			\$			\$			\$	
Vendor Selected (VS)		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Date and Method of Contact										
Additional Notes:										
Signature of person completing this form:								Date:		

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