

SMALL PURCHASE INFORMAL PROCUREMENT LOG

Fiscal Year 2026/2027

Vendor 1: MMAS Solutions

Vendor 2: Amazon-

Vendor 3: Good Start Packaging

Items to be Purchased – Food and Non-Food Items	Quantity Expected to Buy	Unit/Each Price	Extended Price (Quantity x Unit Price)	Unit/Each Price	Extended Price (Quantity x Unit Price)	Unit/Each Price	Extended Price (Quantity x Unit Price)
<u>Compostable</u>							
<u>5-Comp Trays</u>			<u>59.75/c5</u>		<u>90.99/c5</u>		<u>68.99 c5</u>
			<u>500/c5</u>		<u>500 ct</u>		<u>400 ct.</u>
Total Cost:			\$		\$		\$

Circle/List Method of Contact and Date Obtained:	Internet Newspaper/Flyer In person Telephone Other: _____	Internet Newspaper/Flyer In person Telephone Other: _____	Internet Newspaper/Flyer In person Telephone Other: _____
Rationale for Purchasing Decision: (Examples: price, location, convenience, store incentive program/discount, store credit card, or other justification).	<u>History of use and willing to warehouse until we need</u>		
Vendor Selected:	☒	☐	☐
Signature of person completing form:			Date: