

Appendix 2 Daily Purchase Log

(Used only for direct purchases necessary – most work will be done through SSC Work Order System maintained in separate log)

Reacquisition #	Purchase Order #	Vendor	Budget Code	Description of Purchase	Total Amount	Other Notes
1						
2						
3						
4						
5						
6						
7						
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10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Daily Total \$

This Purchase Order Daily Total Log is an accurate and complete listing of all purchase orders issued between _____(time and date) and _____(time and date). These transactions were for goods and services related to _____event.

Purchasing Unit Leader Name

Purchasing Unit Leader Signature