****

**Procurement Summary**DATE

|  |
| --- |
| **P.O. Number** |
|  |

|  |  |  |
| --- | --- | --- |
| **Procurement Method** | | |
| Small Purchase | RFP | 🗹 Micro Purchase (< $10,000) |

|  |
| --- |
| **Service/Product** |
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|  |

|  |
| --- |
| Vendor |
|  |

|  |
| --- |
| Cost/Fee |
|  |

Service/Product Delivered On: