PROCUREMENT DOCUMENTATION
SMALL PURCHASE COMPARISON SHOPPING

Anything $10,000 per recepit transation or under is a small order and requires no bidding but -contact several vendors to assure we get the best cost for the taxpayer dollar.

Date	Description of Food Item	Name of Vendor # 1 and Price	Name of Vendor #2 and Price	Name of Vendor #3 and Price	Method of Obtaining Information (i.e phone calls, store visits,etc.)	Reason for Selection if not lowest price
		$	$	$		
		$	$	$		
		$	$	$		
		$	$	$		
		$	$	$		
		$	$	$		
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