



PROCUREMENT SUMMARY REPORT

1. PURCHASES

| # | P.O./ REFERENCE # | DATE/TIME | ITEM/SERVICE | VENDOR | \$ AMOUNT | REQUESTOR NAME/DEPT (PLEASE PRINT) | APPROVED BY (PLEASE PRINT NAME) | RECEIVED DATE/TIME |
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| 2. CERTIFYING OFFICER | 3. DATE/TIME SUBMITTED | 4. FACILITY NAME |
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PURPOSE: SUMMARIZE AND TRACK PROCUREMENTS BY OPERATIONAL PERIOD AND/OR INCIDENT TIMEFRAME.
 ORIGINATION: PROCUREMENT UNIT LEADER. COPIES TO: FINANCE/ADMINISTRATION SECTION CHIEF AND DOCUMENTATION UNIT LEADER.