



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
1								
Comments:								
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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.