

Instructions for Purchasing Process Log

This form is Optional and can be used to keep track of:

1. Date Initiated -The date the requisition was initiated
2. Req # -The system generated requisition number
3. Approved PO# - The system generated purchase order number
4. Vendor – The Vendor’s name
5. Goods/Service Description - Short description of the goods/service requested
6. Amount -The total amount of the requisition
7. Requestor – Originator’s name
8. Receive # - The system generated receiving number
9. Date Received – The date you went on-line to receive the goods/services

