

## CACFP Food Service Management Company Sample Procurement Log

<b>Vendor #1:</b> _____ (Name of Vendor)					<b>Vendor #2:</b> _____ (Name of Vendor)					<b>Vendor #3:</b> _____ (Name of Vendor)				
	<b>Total Number of Operating Days</b>	<b>Units Needed Per Day</b>	<b>Unit Price</b>	<b>Total</b>		<b>Total Number of Operating Days</b>	<b>Units Needed Per Day</b>	<b>Unit Price</b>	<b>Total</b>		<b>Total Number of Operating Days</b>	<b>Units Needed Per Day</b>	<b>Unit Price</b>	<b>Total</b>
Breakfast					Breakfast					Breakfast				
AM Snack					AM Snack					AM Snack				
Lunch					Lunch					Lunch				
PM Snack					PM Snack					PM Snack				
Supper					Supper					Supper				
LPM Snack					LPM Snack					LPM Snack				
<b>TOTAL</b>					<b>TOTAL</b>					<b>TOTAL</b>				
<b>Vendor Selected (Check 1, 2 or 3)</b>														
<input type="checkbox"/> <b>#1</b>					<input type="checkbox"/> <b>#2</b>					<input type="checkbox"/> <b>#3</b>				
<b>Date and Method of Contact*</b>					<b>Date and Method of Contact*</b>					<b>Date and Method of Contact*</b>				
<b>Additional Notes:</b>														
<b>Name of Person completing this form:</b> _____ <b>Signature:</b> _____										<b>Date:</b> _____				

\*Quotes for contracts up to \$5000 may be phone quotes.

Quotes for contracts \$5,001-\$150,000 must be written quotes. Include copies of all written quotes for all contracts between \$5001-\$150,000. Competitive bids are required for contracts over \$150,000 per the NC CACFP Procurement Policy.