

HICS 256 – PROCUREMENT SUMMARY REPORT

1. PURCHASES

#	P.O./ Reference #	Date/Time	Item/Service	Vendor	\$ Amount	Requestor Name/Dept (Please Print)	Approved By (Please Print)	Received Date/Time
1								
	Comments							
2								
	Comments							
3								
	Comments							
4								
	Comments							
5								
	Comments							
6								
	Comments							
7								
	Comments							
8								
	Comments							
9								
	Comments							
10								
	Comments							
11								
	Comments							
12								
	Comments							
13								
	Comments							

2. CERTIFYING OFFICER

3. DATE/TIME SUBMITTED

4. FACILITY NAME