**OSSF Small Purchase Procurement Record**

Scope of Service/Item Description:

Contacts Made:

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Firm/Supplier  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Person Contacted | \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Contacted  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Quoted Price | Homeowners Choice  (sign & date) |
| 2 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Firm/Supplier  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Person Contacted | \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Contacted  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Quoted Price | Homeowners Choice  (sign & date) |
| 3 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Firm/Supplier  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Person Contacted | \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Contacted  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Quoted Price | Homeowners Choice  (sign & date) |

Based on the contacts made concerning the above-referenced scope of services/item description, I acknowledge that the homeowner has chosen \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to begin work on their home located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Chief Elected Official Date