

**SINGLE SOURCE LOG  
OFFICE OF PURCHASING**

| <b>Item Description</b> | <b>Vendor</b> | <b>User/Dept/Div</b> | <b>Justification</b> | <b>Req #</b> | <b>P.O. #</b> | <b>Amount</b> | <b>Date Appr</b> | <b>Appr By</b> |
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