TRANSMITTAL LOG FOR PURCHASE ORDERS, CHANGE ORDERS AND CONTRACT DOCUMENTS
(Sent to Administrator's Office for Administrator or Chairman's Signature)

Purchase Order, (PO), Change Order(CO), or Contract (PD#)	Department	Purchasing Agent	Taken to County Administrator's Office for Approval		Returned to Purchasing		If Delayed Over 24 Hours, Reason and # of Days Delayed	Date/Time & Person Spoken with Regarding Delay	Exceptions/ Notes
			Date	OA's Initials	Date	OA's Initials			

Notes_____

- Copy Transmittal Log and submit to Purchasing Manager's Office Asst. no later than 4pm Friday.

P.M. Office Asst. Received (Time)_____ Date_____

Purchasing Manager Review _____ Date_____