Office of State Fire Marshal
Purchase Log

After issuing a PO and initiating the form, leave the form with the vendor to log when a resource is provided. Check with vendor periodically to monitor the log. When incident ends, leave a copy of the log and the PO with the vendor.

Incident Name _____ **P.O. #** _____

Vendor Name _____ **Vendor Phone #** _____

Vendor Representitive _____ **OSFM Rep** _____

Date	Item Description	Quantity	Unit Price	Sub-Total
			Total	