DISCUSSION NOTES
07/2004

DEPARTMENT OF GENERAL SERVICES
PROCUREMENT DIVISION
PURCHASING AUTHORITY MANUAL

CONTACT NAME/TITLE	DATE/TIME
DEPARTMENT/OFFICE	CONVERSATION TYPE ☐ EMAIL ☐ TELEPHONE ☐ MEETING ☐ VISIT
TELEPHONE NUMBER	☐ HE/SHE CALLED ☐ I CALLED

SUBJECT(S):

SUMMARY:

ACTION TAKEN/REQUIRED:

COMPLETED BY	DATE