

THE CAPTAIN'S GUIDE TO PROCUREMENT: CNU Purchase Log Checklist

Navigating Purchase Log transactions under \$10,000 with compliance and clarity.

CHARTING THE COURSE: ELIGIBILITY & LIMITS

✓ Basic Eligibility Requirements

Used for purchases under \$10,000 where no existing contract is available.

✓ Restricted Transactions

No Cash & Carry or Confirming Orders; do not authorize work before PO is finalized.

The 5% SWaM Rule

You must select a SWaM vendor if their price is within 5% of a non-SWaM quote.

THE LOGBOOK: DOCUMENTATION & EVIDENCE

✓ The Three-Quote Rule

Fill all 3 columns; "N/A" or "no quote" entries are not accepted.

✓ Supporting Documentation

Attach email records, screenshots, or phone logs with names, dates, times, and notes.

✓ Documenting Unsuccessful Efforts

Provide verification even if a vendor is unable to provide the item or service.

FINAL INSPECTION: APPROVAL & VALIDITY

✓ eVA Pre-Approval

Obtain full eVA approval prior to receiving any goods or services.

✓ 3-Month Log Validity

Purchase Logs remain valid for 3 months if price remains unchanged.