

STATUS REPORT LETTER

TO: [Name], Purchasing Supervisor

FROM: [Buyer Name, Title]

DATE:

SUBJECT: [MONTH] STATUS REPORT

CURRENT PROJECTS:

List all major ongoing projects: [bids, quotations, RFPs, renewals, etc.]

COMPLETED PROJECTS:

List all major projects that were completed during the month: [bids, quotations, RFPs, renewals, etc.]

List any Professional Development obtained during the month.

Note any lengthy vacation (two or more weeks) that might explain fewer current and completed projects.

TOTAL COST SAVINGS FOR [MONTH]: \$

TOTAL COST SAVINGS YEAR-TO-DATE: \$

TOTAL REQUISITIONS FOR [MONTH]:

TOTAL REQUISITIONS YEAR-TO-DATE:

TOTAL DOLLARS FOR [MONTH]: \$

TOTAL DOLLARS YEAR-TO-DATE: \$