Attachment H

Sample Cardholder Purchasing Survey

CALTRANS

Headquarters and District 3 Small Business Procurement Fair

Purchasing Survey

Thank you for agreeing to participate in the Procurement Fair! In addition to your ability to purchase commodities directly from vendors, the Procurement Fair is a great opportunity to network and collect business contact information for your future purchasing needs of both goods and services. The purpose of this survey is to match your purchasing needs with the vendor's commodity or service.

If possible, hold off on purchasing items for your Division and save them for on-the-spot buying at the fair.

Don't forget to talk with vendors and trade business cards, so bring plenty!

Please complete the brief survey below and email to procurement_fair@dot.ca.gov by **December 21, 2007.**

Division Name	Purchaser Name	Telephone Number	Item(s) to purchase	Clear/Brief description of item (if applicable)

For questions, please contact Tiffani Alvidrez, (916) 324-0453, tiffani_alvidrez@dot.ca.gov or Carol Esparza, (530) 741-4222, carol_esparza@dot.ca.gov .