
Memorandum
To:

 Name of Fiscal Officer
From:

 Name of Principal Investigator, Department Head, Administrator
Subject:

Determination of Cost or Price Reasonableness

Item or Service to be Acquired _____

Vendor _____

Amount \$ _____ Purchase Order/Contract No. _____

This expenditure is being made under the following condition:

- Sole Source (OPRPM Form 65 should also be attached)
- Emergency procurement where only one quote is received
- Competitive bidding where only one bid is received
- Solicitation of competitive proposals where only one proposal is received
- Price adjustment to Contract No. _____
- Request for quotations where only one quote received
- Request for quotations where lowest quote NOT selected
- Exempt Procurement (APM section A8.220)
- Other _____

(If the above purchase falls within the Fiscal Officer's purchasing authority, this form should be retained in Fiscal Officer's files and not submitted to OPRPM.)

Cost or price offered or fee negotiated is considered fair and reasonable for the following reasons:

- Comparison of previous UH purchase order and contract prices with current proposed price for the same or similar items. Both the validity of the comparison and the reasonableness of the previous price(s) have been established. The referenced UH purchase orders/contracts and issuance dates are: _____
