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## 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 (Section A8.220)

Professional Services Procurement (Section A8.245)

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:

