

DEPARTMENTAL SOURCE SELECTION AND PRICE REASONABLENESS CHECKLIST FOR FEDERAL FUNDING

FOR USE WITH ALL FEDERALLY FUNDED PURCHASES IN EXCESS OF \$3,000.00 (INCLUDING TAX)

This document is to be completed by the requesting Department and retained as supporting documentation for all purchases on federal contracts or grants in excess of \$3,000 (including tax) to substantiate the appropriateness of source selection and price reasonableness. Please note: Requisitions for purchases exceeding \$5,000 (including tax) or for [restricted commodities](#) regardless of funding source must be submitted to the Purchasing Department for processing as a high value purchase order.

SOURCE SELECTION:

CHECK the applicable box and attach relevant documentation as required

BASIS FOR SUPPLIER SELECTION	
UC STRATEGIC SOURCING AGREEMENT	AGREEMENT NO.:
COST/PRICE ANALYSIS (SEE BELOW)	
SOLE SOURCE (ATTACH COMPLETED FORM)	
PRICE IS THE SAME AS PREVIOUS ORDER. NOTE: ONLY VALID FOR ORDERS PLACED WITHIN 6 MONTHS OF PRIOR ORDER.	PURCHASE REF NO:

PRICE ANALYSIS AND PRICE REASONABLENESS:

Departmental Buyer obtained a minimum of three (3) quotes and/or current price lists. Attach copies of the quotes/price lists and complete the following price analysis. *Note: quotes must be in written form (E-mail or formal quote from supplier.)*

VENDOR A: _____ Price: _____
 VENDOR B: _____ Price: _____
 VENDOR C: _____ Price: _____

Please provide an explanation for selected source (e.g. lowest price, small business requirement, only supplier that could meet a time sensitive delivery requirement, proprietary technology that matches existing):

DECLARATION:

I certify the information provided in this form is accurate and the selected vendor represents the most advantageous pricing available.

Preparer's Signature	Printed Name / Title	Extension	Date
Authorized Signer's Signature	Printed Name / Title	Extension	Date

Completed Purchase Reference No: (PO/LVPA/FLEX)