Only one quote is obtained, the proposed cost/price must be evaluated to determine if it is fair and reasonable by completing the cost/price analysis below.

- **Total purchase is less than $10,000, no documentation is required.**

- **Total purchase is greater than $10,000, but less than $100,000, section I, II and IV must be completed.**

- **Total is $100,000 and over, section II, III and IV must be completed.**

**Section I: Total purchase under $100,000.**

___ Based on my personal knowledge and experience as a buyer, the prices quoted are fair and reasonable for the items being purchased.

**Section II:**

**COST ANALYSIS**

___ Value analysis by Buyer/User-Technical Personnel (include review of technical data, examination of sample, past usage and/or experience, etc.)

Specify __________________________________________________________________________________

___ Other: Educational pricing/State contract pricing/GSA pricing/Specific reason: (Valid purchase request, minimum order quantity, high priority and delivery, special packaging/marking, etc.)

**Section III:**

**PRICE ANALYSIS (Only required for purchases over $100,000.00)**

___ Selected vendor’s Commercial Catalog/Published Price List or Supplier Website: _________________________

___ Established Market Price: (catalog pricing for similar product, other similar purchasing organizations experience, etc.)

Means of verification ____________________________________________________________________________

___ Comparison with prior purchase of same or similar item:

Vendor____________________________________ P.O. Number _____________________

Date Ordered __________ Quantity_________ Unit__________ Price___________________

Basis for determining price reasonable ______________________________________________________________________

**Section IV: Cost Analysis complete**

___ I have conducted the above stated cost and/or price analysis.  

Purchase Order #________________________

____________________________________       ___________________

Buyer             Date