

SOLE OR SINGLE SOURCE PRICING MEMORANDUM  
(To be completed for purchases made without competition in excess of prime source.)  
Please "X" blank by appropriate choice.

PURCHASE ORDER NUMBER \_\_\_\_\_

A. PRICE REASONABLENESS BASED ON (check one or more):

\_\_\_\_\_ Commercial Catalog/Published Price

Number \_\_\_\_\_ Date \_\_\_\_\_ Page \_\_\_\_\_

\_\_\_\_\_ Established Market Price:

Means of Verification \_\_\_\_\_

\_\_\_\_\_ Comparison with Prior Purchases of Same or Similar Item:

Vendor \_\_\_\_\_

Order No. \_\_\_\_\_ Date Purchased \_\_\_\_\_

Quantity \_\_\_\_\_ Unit \_\_\_\_\_ Unit Price \_\_\_\_\_

BASIS FOR DETERMINING PRIOR PRICE REASONABLE \_\_\_\_\_

\_\_\_\_\_ Value Analysis by Buyer/User/Technical Personnel (incl. review of technical data, examination of sample, etc.)

(Specify): \_\_\_\_\_

\_\_\_\_\_ Other (set forth specific reason, e.g., valid purchase request estimate, minimum order quantity, high priority and delivery, special packaging/marketing):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. REASONS FOR SOLICITING ONLY ONE SOURCE: \_\_\_\_\_

\_\_\_\_\_

FOR PURCHASING OFFICE USE ONLY

Signature of Buyer

Trina Bickford, C.P.M., Senior Buyer

DATE