


SUNY College of Environmental Science and Forestry

INSTRUCTIONS: <ul style="list-style-type: none"> • Orders over \$2,500, visit the purchasing website for required documentation to be submitted with request. • Remember to allow ample processing time • Obtain authorized signature certifying reasonableness and necessity of purchase. • Attach documentation of any quotes including those received by Minority/Women owned businesses. 		BUSINESS OFFICE USE ONLY																																																																																																			
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Supplier / Payee:		SHIP TO ADDRESS (If other than ESF Central Receiving)		P.O. # :																																																																																																	
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<table border="1"> <thead> <tr> <th>Account # to be charged</th> <th>Catalog Number & Complete Description (If Hazardous item, Please Indicate Type From List On Back)</th> <th>Quantity</th> <th>Unit</th> <th>Unit Price</th> <th>Total</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>						Account # to be charged	Catalog Number & Complete Description (If Hazardous item, Please Indicate Type From List On Back)	Quantity	Unit	Unit Price	Total																																																																																										
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FAX Order by Purchasing Office	<input type="checkbox"/>	DO NOT FAX Dept will place order	<input type="checkbox"/>	Minority Vendor Solicited Women Vendor Solicited	<input type="checkbox"/> <input type="checkbox"/>	INVOICE ATTACHED <input type="checkbox"/>	TOTAL																																																																																														

Purchasing Department
Reasonableness of Price Check List

The Reasonableness of Price Check List is used to document the analysis showing that the offered price is fair and reasonable. This form is to be used with Purchase Requisitions and P-Card transactions and must be used for expenditures \geq \$2,500.00. The form is kept as part of the procurement file to demonstrate that the procurement process was conducted in an open and fair manner and that SUNY ESF received the most advantageous price while also demonstrating a good faith effort to comply with MWBE and SDVOB state requirements.

Instructions: 1. Complete all sections. 2. Provide an explanation of your price or cost analysis. 3. Sign and date the form.

Name:

Date:

Department:

Telephone Number:

Determination of Price Reasonableness

Item or Service to be acquired:

Vendor:

Amount (attach written quotation):

Purchase Order Number:

(Procurement office use only)

I. This procurement is being made under the following condition(s):

Single source (Request will not be processed without an explanation.)

*See Reasonableness of Price -
Single Source Procurement*

Emergency procurement for immediate unexpected need. An emergency condition is defined as a situation that creates a threat to health, welfare, safety, or facilities on campus. (Attach details)

Request for Quotations (*where discretion is used to select the vendors invited to submit quotes and the solicitation is not publicly posted*) lowest price awarded.

Preferred Source (select from one of the following preferred source vendors):

Corcraft

NYSID

NYSPSP

OGS State Contract # P

[Click here to search OGS Centralized Contracts Awards](#)

II. Cost is considered fair and reasonable for the following reason(s):

Comparison of proposed prices received in response to the solicitation. Adequate price competition establishes price reasonableness. See attached price summary.

Comparison with competitive published price lists, published market prices of commodities, or similar indexes. (Attach comparison pricing)

Order is priced in accordance with existing purchase order which was competitively established within the last 90 days.

Previous PO #:

III. For procurements falling outside of the above purchasing guidelines please contact the Purchasing Office.

Purchasing decision:

Purchasing email attached.

CERTIFICATION: *I certify that the information provided above is true and correct to the best of my knowledge.*

Requestor:

Title:

Date: