



PROCUREMENT & WAREHOUSING SERVICES

FINANCIAL ANALYSIS WORKSHEET

BID INFORMATION			
New Bid # (Ex: 10-004R):	19-039E	Preparation Date:	December 18, 2018
Previous Bid # (Ex: 10-004R):	No Prev Bid	Buyer/PA:	Harmoni Clealand
New Bid Award Total:	\$360,000	Bid Title:	Cisco Telepresence
Previous Award Total:			
Bid Type:	NEW BID		
Previous Bid Term (Start Date):		New Bid Term (In Months):	36
Previous Bid Term (End Date):		# of Months Into Bid:	

SPEND REPORTING	
Purchase Order(s) Spend:	
P Card Purchases:	
Total Invoiced-to-Date Amount (PO + Pcard Purchases):	
Average Monthly Expenditure:	PLEASE SEE NOTES SECTION
Unused Authorized Spending:	
Est. Forecasted Spend (For Entire Bid Term):	PLEASE SEE NOTES SECTION

VENDOR INFORMATION		
Awarded Vendors:	M/WBE Status (If applicable):	Spend:
PO VENDOR SPEND:		\$ -
P-CARD SPEND:		\$ -
TOTAL SPEND:		\$ -

NOTES (Type Below):
 There is not a previous bid in place, so orders were placed historically utilizing three (3) vendor quotes, as the individual order average total is \$9,973. Historical spend data was analyzed for the timeperiod 05/01/2017 – 01/10/2019 to identify the purchase total of \$199,456.

Default Funding Source*		Department/School & Sign-off Information*	
Cost Center	District-wide	Name (First & Last)	
Fund		Title	
Functional Area		Department/School Name	
Commitment Item		Sign-off provided by	

*To ensure accuracy, please type in or select from the menu for the Default Funding Source and Department Information (No hand written information)

All information included in this summary is based on the preparation date listed above and may change at any time beyond that date.