



UNAUTHORIZED PURCHASE APPROVAL FORM

**Complete and return the below form to the Office of Procurement within 2 business days of receipt of form.*

PURCHASING POLICIES AND PROCEDURES MANUAL

UNIVERSITY POLICY: The Office of the Director of Procurement is vested with the sole authority to obligate the University for all purchases including contractual services. Without definite and particular permission of the Office of the Director of Purchasing, no University department may enter directly by letter, telephone, telegraph or in any other manner.

NOTE: The University will assume no obligation except in a previously issued and duly authorized purchase order.

Date:

Vendor:

Goods/Services

Amount:

Invoice Date & Amount:

Purchase Requisition No. & Date:

Invoices for goods and/or services purchased by you have been received from the above vendor for payment. Records show that a purchase requisition was not initiated and submitted through Procurement System to obtain a duly authorized purchase order prior to making purchase. As a result, the University was financially obligated without prior approval or written authorization. This is considered an unauthorized purchase.

In accordance with Purchasing Policies and Procedures, "the President, Vice President for Business and Finance, and the Director of Purchasing are the only persons authorized to obligate the University. Without definite and prior written authorization permission, no University Department may order directly by letter, telephone, telegraph or in any manner. The University will assume no obligation except in a previously issued and duly authorized purchase order."

In this regard, please respond in writing by addressing each of the following three (3) specific requirements:

1. Cite the authority under which you acted to financially obligate the University without first obtaining a duly authorized purchase order;

2. Indicate the action that you contemplate taking to prevent reoccurrence for making purchases without first obtaining a duly authorized purchase order; and

3. Indicate why you should not be held personally liable for this unauthorized purchase.

Please respond to the above three (3) specific requirements by management review and action deemed appropriate and future audit review.

. This information is needed for Procurement files,

Department Chair/Director/VP/Dean

Signature

Date

*****OFFICE USE BELOW*****

Approved

Approved Under Protest

Director, Procurement Services

Signature

Date