



UNAUTHORIZED PURCHASES

Policy Title: Unauthorized Purchases

Policy Type: Administrative

Policy Number: 43-15 (2014)

Approved: 04/17/2015

Responsible Office: Procurement Services

Responsible Executive: Vice President for Finance and Administration

Applies to: University Employees

POLICY STATEMENT

The University has established a policy requiring written approval by Procurement Services prior to the procurement of any goods, printing, non-capital outlay construction or services.

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DEFINITIONS

None

CONTACT(S)

Procurement Services officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* <https://www.nsu.edu/policy/bov-01.aspx> through the appropriate governance structures. Questions regarding this policy should be directed to Procurement Services.

STAKEHOLDER(S)

University Community

UNAUTHORIZED PURCHASES POLICY CONTENTS

All desired purchases of goods, printing, non-capital outlay construction and services must be initiated by completing a Purchase Requisition through Colleague to Procurement Services for final approval and further processing unless otherwise authorized by Procurement Services.

Any university employee authorizing a contractor to furnish goods or perform services without expressed authority to do so is committing an unauthorized purchase. Contracts signed by individuals without authority to do so are void from the beginning. Individuals making contractual commitments without the authority to do so may be required to submit a completed Unauthorized Procurement Justification form and may be held personally liable for payment to the contractor.

PUBLICATION

This policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Executive will make every effort to:

- Communicate the policy in writing, electronically, or otherwise, to the University community, including current and prospective students within 14 days of approval;
- Submit this policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the related webpages; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary

REVIEW SCHEDULE

- Next Scheduled Review: 04/03/2021
- Approval by, date: President, 04/14/2015
- Revision History: 07/01/2014; 04/14/2015; 04/17/2016; 02/08/2017; 03/14/2018; 04/03/2018
- Supersedes: Procurement Services Policy and Procedures No. 2

RELATED DOCUMENTS

Unauthorized Procurement Justification-
<https://www.nsu.edu/getattachment/About/Administrative-Offices-Services/Procurement-Services/Forms/Unauthorized-Procurement-Justification.pdf.aspx?lang=en-US>

FORMS

There are no forms associated with this policy.