

Unauthorized Purchase Justification

| | | |
|-------------------------|---------------------------|----------------------|
| Department Name: | Colleague Req. No. | Telephone No. |
| Print Name: | Signature: | Date: |
| Vendor Name: | Date of Purchase: | Amount: |

PART I: (Completed by person making unauthorized procurement).

1. Description of goods or services procured (attach any related documentation, including the invoice if received).
2. Provide justification of why normal procurement procedures were NOT followed for this procurement.
3. Provide a statement of why you should NOT be held personally liable for the cost of this procurement
4. Describe measures you will take to avoid a recurrence of an unauthorized purchase in the future.

PART II: (Completed by the Supervisor or Department Head).

I _____ acknowledge receipt of the above unauthorized procurement and have discussed this transaction with the person making the unauthorized procurement.

Comments: _____

_____/_____

Signature

Date

PART III: (Completed by the Director or Associate Director of Procurement Services)

Comments: _____

_____/_____

Signature

Date