

	Title : Unauthorized Purchase Re-affirmation Agreement	
	Policy No: 13.03.06-7	Revision Number : 00
	Page 1 of 1	Effective Date : Upon Approval

I, _____ have read, understand, and agree to abide by the Procurement policies and procedures. I further understand that failure to adhere to the purchasing policy regarding unauthorized purchases, may result in discipline actions against me, up to and including termination.

Signature of Employee

Date

Signature of Department Manager

Date