



Date: _____

Name of Purchaser: _____ Building: _____ Room: _____

Department: _____ Phone: _____

Vendor: _____

Amount: \$ _____

Date of Purchase: _____

Item/Service Purchased:

Reason/Explanation of Unauthorized Purchase: _____

Explain what actions have been taken to prevent further non-compliance of established Procurement policies and procedures: _____

Please attach all necessary supporting documentation, including contract, invoice, sole source justification, etc. The "Re-affirmation Agreement Form" must be attached.

Signature of Preparer

Date

Signature of Department Manager

Date

AVP/Procurement

Date

Circle One: **Approved** **Declined**