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**BACKGROUND:**

Each campus president is delegated the authority from the Chancellor to purchase, sell, lease, or license personal property in accordance with trustee policy and law. This authority is then delegated to the Director of Procurement & Contract Services, who further delegates to buyer's within the department.

**CSU, CHICO POLICY:**

Individuals without delegated authority shall not make purchases of goods and/or services.

**DEFINITION:**

Procurement of goods and/or services made by campus personnel without delegated authority shall be considered unauthorized. Purchases for goods and/or services outside the authorized procurement methods can be considered a personal obligation of the individual making the purchase and not an obligation of the University.

**PROCEDURE:**

Persons wishing to submit a request for the University to accept the obligation for payment of an unauthorized purchase must submit the following to Procurement & Contract Services:

1. A purchase requisition containing all required information.
2. Evidence of the purchase (e.g. receipt of the item(s), order confirmation, invoices, packing slips, etc.)
3. **A completed Unauthorized Purchase Approval Request form explaining the circumstances that led to the unauthorized purchase, and the steps taken to prevent its recurrence.**

\*\*\*\*\*Please note: submission of the form does not guarantee approval or payment. Procurement & Contract Services may approve or deny the request. Until notification of the approval, the purchase is considered the obligation of the individual.

**EXCEPTIONS:**

- Procurement card transactions (purchase authority is delegated to the cardholder under the rules and guidelines of the procurement card policy)
- Hospitality Expenditures – Whenever possible hospitality expenditures should be procured using a purchase requisition prior to the event, conference, reception, workshop or meeting. Certain types of hospitality expenditures (recruitment meals, and some business meetings) are exempt from this policy due to the difficulty of estimating the location and cost of the expenditure. A purchase requisition should always be used for promotional items, gifts, and awards.
- Direct Pay transactions

**REFERENCES:**

Memorandum from President Zingg dated 1/18/11 granting delegated authority; Chancellor's Office Executive orders 775, 793 and 669; ICSUAM Section 5100

**FORMS:**

Unauthorized Purchase Approval Request Form

Original Implementation Date: July 2011

Revision Date: July 2016