



Purchases for goods or services made in the name of the University without delegated authority or use of an *authorized purchase/service order/contract* may be considered a personal obligation of the person making the purchase and not an obligation of the University. Submission of this request does not guarantee approval of payment. *Until notification that approval is granted, the purchase is considered the obligation of the individual.*

**DEPARTMENT AND VENDOR INFORMATION**

Date: \_\_\_\_\_ Department: \_\_\_\_\_

Requested Vendor: \_\_\_\_\_

Requested Item(s)/Service: \_\_\_\_\_

Contact: \_\_\_\_\_ Ext.: \_\_\_\_\_ Total Amount: \_\_\_\_\_

**JUSTIFICATION**

The following justification information is required before payment will be considered. Attach proof of delivery or services performed which may be in the form of a packing slip, freight bill or invoice and enter a purchase requisition into PeopleSoft.

1. The reason why the standard purchasing procedures were not followed:
  
2. Explain the detailed facts regarding the situation:
  
3. What steps have been taken to avoid another unauthorized purchase in the same or similar situation?

**AUTHORIZATION**

Requestor: \_\_\_\_\_  
SIGNATURE PRINT NAME DATE

Dean/Chair/Administrator: \_\_\_\_\_  
SIGNATURE PRINT NAME DATE

Title: \_\_\_\_\_

**PROCUREMENT & OTHER CAMPUS APPROVALS**

Procurement & Contract Services Approval: \_\_\_\_\_  
*(required on all)* SIGNATURE PRINT NAME DATE