

After the Fact Justification

Vendor Name/Invoice #: _____

The purchase associated with the invoice number referenced above has been committed to the vendor without proper authorization. Procurement authority in the University of California system flows from the Regents through delegations to the Director of Material Management for the Campus. The Director of Material Management/CPO has delegated purchase authority for Low Value purchases to the various departments up to a limit of \$4,999.99. Any purchase that is made outside of the authority delegated by the Director of Material Management/CPO is an unauthorized commitment of University funds and becomes the personal responsibility of the person making the unauthorized purchase. Specifically, Business and Finance Bulletin 43, Part 3, Section VII, UNAUTHORIZED PURCHASES states:

VIII. UNAUTHORIZED PURCHASES

Responsibility – An individual who has not been delegated purchasing authority who makes an unauthorized purchase of goods or services shall be responsible for payment of the charges incurred. The unauthorized individual can be required to pay either the full amount whenever the purchase is found to cover unneeded items or items whose purchase would not otherwise be authorized and the transaction cannot be canceled, or the amount of any cancellation charges incurred when cancellation can be arranged. Furthermore, the unauthorized individual can be required to pay the difference between the charges such individual incurred and those the University would be reasonably expected to have incurred whenever the purchase is otherwise found to have been proper.

Before processing the requisition for this unauthorized purchase, Procurement requires the following information:

1. A written justification for why the unauthorized procurement action was taken. What happened?
2. A statement regarding whether or not the price is considered reasonable and explain the basis for making that determination:
3. Please provide an explanation of the actions taken to avoid any future unauthorized purchases:

This form is required to be signed by a Director, P.I., or Department Chair/Head

Signature: _____

Print Name & Title: _____

Date: _____