

JUSTIFICATION FORM FOR “AFTER THE FACT” PURCHASES

Unauthorized Purchases
Campus policy requires a Vice Chancellor’s Signature for all unauthorized Purchases

Name: _____

Date: _____

Requisition No: _____

Unauthorized financial commitments requires that any requisition or invoice submitted “after the fact” must be accompanied by a letter signed by the cognizant Vice Chancellor justifying the reason for the deviation from policy.

[Business and Finance Bulletin BUS 43](#), Material Management – Part 3, Section VIII, Unauthorized Purchases.

Enter Justification for deviation from policy:

Requesting Department Signature: _____ Date: _____

Vice Chancellor’s Signature: _____ Date: _____

Check Box:

Approved

Not Approved

Return this memo to: Purchasing Department, appropriate Buyer