



UA PROCUREMENT & CONTRACT SERVICES UNAUTHORIZED PURCHASE APPROVAL FORM

TO: UA P&CS Contracting Officer

THRU: _____ Dean/Director

Signature Date

FROM: _____ Responsible Party

Signature Date

SUBJECT: Approval of Unauthorized Purchase – PR No. _____

VENDOR: _____ AMOUNT: _____

Responsible Party: Please explain circumstances which resulted in unauthorized purchase. Attach additional documentation, if necessary:

*John A. Hebard, C.P.M.
Chief Procurement Officer

OK to pay (CPO approval required for
UA larger than \$10,000)

INSTRUCTIONS:

1. Complete form with explanation of reasons for unauthorized purchase and obtain required signatures.
2. Enter Purchase Requisition into Banner.
3. Forward form and related backup to UA P&CS for review and approval.
4. Completed form must be received by P&CS before unauthorized purchase can be approved.
5. Copy of the this form will be placed in the PO file.
6. CPO approval required for UA purchases larger than \$10,000.