

**UAF PROCUREMENT & CONTRACT SERVICES  
UNAUTHORIZED PURCHASE APPROVAL FORM**

TO: John Hebard, Director  
UAF Procurement & Contract Services

\_\_\_\_\_  
OK to Pay                      Date

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:

**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 UAF P&CS for review and approval.
4. Completed form must be received by P&CS before unauthorized purchase can be approved.