



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 the circumstances that prevented a requisition and purchase order from being completed prior to placing the order as required by BoR Policy and Alaska Statute. What actions will be taken to prevent this from happening in the future? 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.