

dollar amount.

UNAUTHORIZED PROCUREMENT ACTION JUSTIFICATION

TO:	PROCUREMENT SERVICES DEPARTMENT
FROM:	
SUPPLIER:	
DATE:	
PURCHASE PE	RICE: \$
REQUISITION/	CONTRACT NUMBER:
DESCRIPTION	OF REQUISITION/CONTRACT:
DEPARTMENT	'S VIOLATION NUMBER (completed by Procurement Services):
university's reso disciplinary action processed and	rocurement actions are serious violations that could have detrimental consequences to the burces and reputation. Violators could be directed to pay the supplier with personal funds, and on could include termination. This form must be completed in order for a purchase order to be a payment made to the supplier. Additionally, the violator must complete an online UPA training of enrollment with an 80% or higher quiz score.
	nat a copy of the completed Unauthorized Procurement Action form will be sent to lit and, for more severe infractions, to the President's, Provost's and Compliance offices.
Completed by	Procurement Services:
The above acqu	uisition(s) is/are being held from processing for apparent violation(s) of:
	CF Procurement Services Regulation 7.130. Departments are not authorized to place orders prior to the completion of the appropriate procurement process.
	No PO or bilateral agreement/contract in place prior to rendering of services/delivery of commodities
	Requisition not submitted within 30 days of delivery of commodities or obligation for contractual services/licenses being incurred after bilateral agreement/contract was executed
	Procurement method not completed (i.e. failure to seek appropriate competition or exemption from competition, inappropriate contract adoption/piggyback, etc.)
	Other:
per the most red	Signature Authority Policy 2-107.5. The person(s) who signed the contract is/are not authorized cent Signature Authority Policy. Only university employees who have been specifically delegated writy in accordance with the policy can sign contracts on behalf of the university, regardless of

Describe the circumstances that resulted in the unauthorized purchase or commitment being made and explain why UCF procurement procedures were not followed. Submit an attachment if more space is needed. Describe the benefits received by the university from the purchase. Describe the process conducted to ensure the price of the commodity or service is reasonable. Describe the actions taken by your department to prevent future unauthorized procurement actions from occurring. DEPARTMENT MUST ROUTE AS FOLLOWS AND SUBMIT SIGNED FORM TO PROCUREMENT SERVICES: Print: Requestor Signature Date Print: Responsible Individual Signature Date Print: Responsible Individual's Supervisor Signature Date Print: VP/Dean (Cannot be delegated) Signature Date

Completed by the department: