



## AFTER THE FACT (ATF) MEMO ON USE OF UNIVERSITY FUNDS

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Requisition No. or Invoice No.: \_\_\_\_\_

Vendor: \_\_\_\_\_ Amount: \_\_\_\_\_

Description Summary: \_\_\_\_\_

The above referenced requisition or invoice number is in non-compliance with the Purchasing Policy for procurement of goods and services due to one or more of the following reasons:

Purchase order was not created and approved thereby funds were not encumbered before the order was placed.

I submitted the invoice to Accounts Payable to pay for this transaction.

Other: \_\_\_\_\_

I fully understand that reasonable explanations for boxes 1 and 2 below must be entered in order to receive an authorization from Purchasing before Accounts Payable can process payment to vendor. I am aware that all non-compliance purchases must be paid with local funds.

**1. Explanation for the unauthorized obligation:**

**2. Explain the steps to be taken to avoid non-compliance in the future:**

University purchasing procedures require issuance of a purchase order prior to the purchase of goods or services from outside vendor, except when utilizing the procurement credit card. Please note State Comptroller's Office requires University to ensure that documentation of the agreement is prepared at the time the goods or services are ordered from the vendor and departments must ensure pricing is obtained from the current vendor. If you have any questions regarding this purchase or other purchasing matters, please contact the Director of Procurement and Disbursements at ext. 2616 or the Executive Administrative Services Director at ext. 2495.

### PURCHASING USE ONLY

Approved by:

\_\_\_\_\_  
Director or Associate Director of Purchasing  
Signature

Date: \_\_\_\_\_