



UNIVERSITY OF CALIFORNIA OFFICE OF THE PRESIDENT

REQUEST FOR APPROVAL OF "AFTER THE FACT" PURCHASES

A Vice President's Signature is required for all unauthorized purchases made by UCOP departments. Unauthorized purchases of goods and services are defined as:

- Purchasing procedures or policies were not followed
• Appropriate approvals to order or obtain goods and services were not followed
• Goods and services were obtained without the appropriate purchasing documents
• Goods and services exceeded low value authority
• No requisitions or paperwork were submitted prior to goods or services being provided

Unauthorized financial commitments require that any requisition or invoice submitted "after the fact" must be accompanied by a letter signed by the cognizant Vice President justifying the reason for the deviation from policy.

Business and Finance Bulletin BUS 43, Material Management

Person Purchasing Goods or Services: _____
PRINTED NAME

TITLE

Date of Invoice or Delivery of Goods and Services: _____

Justification for Deviation From Policy (Attach sheet if necessary)

Requesting Department Signature: _____ Date: _____

Vice President's Signature: _____ Date: _____

Submit this memo for review and approval to:
Director, UCOP Procurement Services, 10th Floor, 1111 Franklin Street, Oakland, CA 94607
Approved: _____ Returned for Additional Information: _____ Date: _____
After the Fact Approved: _____ Date: _____
Director, UC Procurement Services