



PROCUREMENT DEPARTMENT

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Unauthorized Procurement-Ratification Request
Non-Routine Purchase Justification After the Fact Purchases

Form with fields: REQUISITION NO., DATE, DEPT. NAME, ITEM(S) PURCHASED, AMOUNT OF THE PURCHASE, SUPPLIER, SUPPLIER'S ORDER OR REF. NO., JUSTIFICATION, and PROCUREMENT REMARKS.

UNAUTHORIZED & AFTER-THE-FACT PURCHASES: Except as otherwise delegated in the Purchasing Manual, only the Procurement Department is authorized to commit funds for the acquisition of commodities and services on behalf of the University...

The Using Department Cost Center Manager may be relied upon for explanation to State Auditors and is responsible for implementing all necessary precautions to prevent reoccurrences of Unauthorized and/or After-The-Fact Purchases.

Authorized Signature (Cost Center Manager)

Date

Requestors Signature

Date

Procurement Authorized Signature