

**UAF PROCUREMENT & CONTRACT SERVICES
UNAUTHORIZED PURCHASE APPROVAL FORM**

TO: John Hebard, Director
UAF Procurement & Contract Services

OK to Pay Date

THRU: _____ Dean/Director

Signature Date

FROM: _____ Responsible Party

Signature Date

SUBJECT: Approval of Unauthorized Purchase – PR No. _____

VENDOR: _____ **AMOUNT:** _____

Responsible Party: Please explain circumstances which resulted in unauthorized purchase. Attach additional documentation, if necessary:

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 UAF P&CS for review and approval.
4. Completed form must be received by P&CS before unauthorized purchase can be approved.