

## **16.2 RATIFICATION OF UNAUTHORIZED PURCHASES**

- (a) Unauthorized purchases may be ratified in accordance with delegated authority when:
  - (1) While not condoning the unauthorized purchase, it is in the best interest of the University to accept and pay for the supplies or services.
  - (2) The resulting commitment would otherwise have been proper.
- (b) The procurement officer determines the price paid to be fair and reasonable.
  - (1) The procurement officer recommends payment.
  - (2) Funds are available and the ratification is otherwise in accordance with any other limitation prescribed under University procedures. The procurement officer may elect to require that the campus chief financial officer review unauthorized purchases when the:
    - a) Amount is unusually high.
    - b) Individual or department has initiated numerous unauthorized purchases.
    - c) Nature of the unauthorized purchase is particularly sensitive.
- (c) The Procurement Department shall maintain a file of unauthorized purchases. Each unauthorized purchase file shall include a memo from the person who made the purchase relating the pertinent facts of the unauthorized purchase including why the individual failed to use the required procurement procedures. The Dean or Director shall sign this memo.
- (d) The Procurement Office shall provide periodic reports of unauthorized purchases to the VCAS, Provost, Deans, Directors and others as appropriate. The Director of Procurement may restrict access to the procurement system of those departments that fail to meet an acceptable standard of compliance.

**AUTHORITY: AS 36.30.040**

**R05.06.720, .725, .727, .738, .740**