To: Eric Rogers, Senior Director, Procurement & Contract Services
From:
Date:
Re: Confirming Memo for Out of Policy Purchase Without Prior Approval

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Confirming Purchase Dollar Amount: [Please enter the total cost of the purchase.]

Confirming Purchase Details: [Please describe the purchased item or service in question, including any relevant dates.]

Relevant Policy: The Business Policies and Procedures Manual ("BPPM") in Chapter 70 sets forth the university's policies for the procurement of goods and services. For purchases that failed to follow the requirements of Chapter 70, BPPM 70.20 sets forth the university policy for Confirming Purchases. The Confirming Purchase detailed above failed to comply with university policy for the following reasons:

- ☐ Delegated Signature Authority (BPPM 10.10): The individual signing the agreement did not have delegated authority to do so.
- ☐ Direct Buy Limit: The goods or services procured exceeded $10,000.00 (BPPM 70.10), or required a supplier contract (BPPM 70.19) and the purchase was not approved by Procurement and Contract Services in accordance with policy.
- ☐ Required to be Processed by Procurement and Contract Services: The goods or services procured could not be procured at the departmental level (BPPM 70.13).
- ☐ Agreement Start Date: The start date for the delivery of goods or services was before a contract request or requisition was submitted to and approved by Procurement and Contract Services.
- ☐ Other:

Confirming Action: [Please detail the steps to be taken to prevent future out of policy purchases, including educational resources that have been utilized, additional training that has been attended, and adjustments to departmental practice to prevent future occurrences. If additional detail is required, please attach an additional page.]

I, , by signing below represent that I have reviewed and understand the applicable requirements found in BPPM Chapter 70 and understand that I may be personally responsible under BPPM 70.20 for the out-of-policy purchase until both my department and Procurement and Contract Services approve the purchase. Additionally, I have completed this memo truthfully and accurately.

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Name:

Title:

Department: