

To: Eric Rogers, Senior Director, Procurement & Contract Services
From:
Date:
Re: Confirming Purchase Memo

Confirming Purchase Dollar Amount:

Confirming Purchase Details:

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:

Acknowledgment:

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.

Name:

Title:

Department: