



UNAUTHORIZED PROCUREMENT ACTION JUSTIFICATION

TO: PROCUREMENT SERVICES DEPARTMENT
FROM:
VENDOR:
ACTION:
DATE:

The above acquisition(s) is/are being held from processing for apparent violation(s) of:
UCF Procurement Services Policy 7.130. Departments are not authorized to place orders with a vendor prior to the completion of the appropriate procurement process.

UCF Signature Authority Policy 2-107.3. The person(s) whom signed the contract is/are not authorized per the most recent Signature Authority List. Only university employees who have a written document specifically delegating signature authority can sign contracts on behalf of the university, regardless of dollar amount.

Unauthorized procurement actions are serious violations that could have detrimental consequences to the university's resources and reputation. Violators could be directed to pay the vendor with personal funds, and disciplinary action could include termination. This form must be completed in order for a purchase order to be processed to allow for vendor payment.

Name(s) of individual responsible:

Explanation of why violation noted above occurred. (Submit attachment if more space is needed):

Corrective action taken to prevent future occurrences to include, but not limited to:

- Employees will be made aware of the procurement guidelines (contact Procurement Services for assistance).
Management will educate staff on contractual signature policy.
Disciplinary action (if appropriate).
Staff member will pay the invoice using personal funds.
Other:

Print: VP/Dean (Cannot be delegated) Signature Date