



Procurement Services

UNAUTHORIZED PROCUREMENT ACTION JUSTIFICATION

TO: PROCUREMENT SERVICES DEPARTMENT

FROM: _____

SUPPLIER: _____

DATE: _____

PURCHASE PRICE: \$ _____

REQUISITION/CONTRACT NUMBER: _____

DESCRIPTION OF REQUISITION/CONTRACT: _____

DEPARTMENT'S VIOLATION NUMBER (completed by Procurement Services): _____

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 supplier with personal funds, and disciplinary action could include termination. This form must be completed in order for a purchase order to be processed and a payment made to the supplier. Additionally, the violator must complete an online UPA training within 20 days of enrollment with an 80% or higher quiz score.

Please note that a copy of the completed Unauthorized Procurement Action form will be sent to University Audit and, for more severe infractions, to the President's, Provost's and Compliance offices.

Completed by Procurement Services:

The above acquisition(s) is/are being held from processing for apparent violation(s) of:

1. _____ UCF Procurement Services Regulation 7.130. Departments are not authorized to place orders with a supplier prior to the completion of the appropriate procurement process.

_____ No PO or bilateral agreement/contract in place prior to rendering of services/delivery of commodities

_____ Requisition not submitted within 30 days of delivery of commodities or obligation for contractual services/licenses being incurred after bilateral agreement/contract was executed

_____ Procurement method not completed (i.e. failure to seek appropriate competition or exemption from competition, inappropriate contract adoption/piggyback, etc.)

_____ Other: _____

2. _____ UCF Signature Authority Policy 2-107.5. The person(s) who signed the contract is/are not authorized per the most recent Signature Authority Policy. Only university employees who have been specifically delegated signature authority in accordance with the policy can sign contracts on behalf of the university, regardless of dollar amount.

