

OFFICE OF PROCUREMENT SERVICES



Purchase Exception Authorization Form
(Buying merchandise before a purchase order is approved)

To: _____

Date: _____

Occurrence: ___1st ___2nd ___3rd

Requisition ___ is suspended, and any attached receipt/invoice associated with these requisitions are being held because these documents are identified as "procedural non-compliance" due to one or both of the following reasons:

MAPP 03.02.03, states; "Purchase orders are not intended to be used strictly as a payment tool; therefore, the purchase order must be created prior to the commitment or obligation. Purchase requisitions submitted after the commitment has been made and/or after the goods, materials, or supplies are received will constitute non-compliance. Requisitions initiated after the date of the invoice indicates the commodity was ordered before appropriate authorization was approved.

OR

MAPP 03.01.01 states; "Before expenditures are incurred against any university funds, there must be evidence that purchasing guidelines have been adhered to, thereby ensuring that a valid commitment of the university funds has been made. Obligations incurred by any employee of the university contrary to these purchasing guidelines become personal obligations of the employee and not of the university." The attached receipt/invoice of the above referenced document number or a request for reimbursement indicates a violation of the authority to obligate the institution.

The information requested below must be provided and this form returned with the appropriate signatures to the Purchasing Office. The Vice President shall approve/disapprove the purchase. Payment will be issued if approved by the VP. Should the VP disapprove, the employee who initiated the purchase is personally responsible for the expense and is obligated to pay the vendor using their personal funds.

Explanation for the unauthorized obligation or why the purchase order was initiated after the invoice was received:

Explain the steps taken to avoid non-compliance in the future

Signature: (Employee responsible for obligation)

Printed Name of Employee

Signature: Vice President / Dean

Approve ___ Disapprove ___ Date: _____

Signature: Chief Financial Officer

Approve ___ Disapprove ___ Date: _____

IMPORTANT NOTICE:

- 1) Repeated abuse of the above referenced MAPPs will subject the employee to disciplinary action up to and including termination.
2) The supplier will be notified of this occurrence and will be advised not to accept any orders from TSU without an approved purchase order. In addition, the supplier will be informed of the decision regarding the payment obligation and any collection efforts shall be addressed to the employee responsible for the obligation.