

Unauthorized Purchase Declaration Form

Procurement Services



Instructions: If a department accepts responsibility for payment of incurred charges from an unauthorized purchase, the department must submit this form along with a purchase requisition to Procurement Services in order to initiate payment.

Unauthorized purchases are purchase transactions that are either entered into by an individual that is not authorized to contract on behalf of the University, or entered into by an individual normally authorized to contract, but who uses an unauthorized procurement method, or exceeds their delegated authority. (See Campus Policy [750-63](#))

UCR Department Information

Contact Name & Email	
Requisition or PO #	

Supplier Information

Supplier Name	
Unauthorized Item or Service	

Person Responsible for Unauthorized Transaction

Statement explaining the circumstances surrounding why Procurement Services was not contacted prior to obtaining this product or service and the steps taken to prevent reoccurrence:

Certification

I certify that the statement above is true and accurate. In addition, I have read and agree to comply with Campus Policy 750-63 regarding future transactions.

Name	Title
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Signature_____

Date_____

Department Approval (Financial Officer)

I approve payment of the incurred charges resulting from the unauthorized purchase described above.

Name	Title
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Signature_____

Date_____