

APPROVAL OF COMMITMENT OF UNIVERSITY FUNDS
Under \$50,000

TO: Purchasing and Business Services:

None of the required procurement processes have occurred. An unauthorized commitment has been made. It is requested that a confirming purchase order be issued to

for the goods or services listed on purchase requisition # _____

The reason for making the commitment was:

Signature of Individual Making Commitment

Date

Department/Agency

Approved for issuance of purchase order:

Director of Purchasing & Business Services

Date