



APPROVAL TO ISSUE AFTER THE FACT PURCHASE ORDER

None of the required procurement processes have occurred. A commitment of funds has been made. It is requested that a confirming purchase order be issued for:

REQUISITION NO.: _____

REQUESTING UNIT: _____

Name of Supplier _____

DESCRIBE THE CIRCUMSTANCES OR NEED THAT PRECLUDED NORMAL PROCUREMENT PROCESSES:

EXPLAIN HOW THE SUPPLIER SOLVED THE PROBLEM:

LIST ANY OTHER SUPPLIER THAT WERE CONSIDERED, AND STATE WHY THEY WERE NOT USED:

STATE WHY THIS SUPPLIER WAS SELECTED:

Attach copies of all correspondence, contracts, etc. related to this purchase.

Reviews and approvals are on the next page.

DEPARTMENT HEAD APPROVAL:

Comments:

Signature

Date approved as of: _____

Print Name

DEAN APPROVAL:

Comments:

Signature

Date approved as of: _____

Print Name

VICE PRESIDENT APPROVAL:

Comments:

Signature

Date approved as of: _____

Print Name