

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY,  
POMONA**

**Unauthorized Purchase Approval Request  
Procurement Services**

Date: \_\_\_\_\_ Vendor: \_\_\_\_\_

Total: \$ \_\_\_\_\_ Vendor Email: \_\_\_\_\_

***Purchases for goods or services made **without** an authorized purchase order or contract signed by Procurement Services, **is a violation of State law and CSU policy.** Such unauthorized purchases **can be** considered a personal obligation of the individual who made the purchase as opposed to an obligation of the University. Submission of this request **does not guarantee approval of payment and** submittal may be outright rejected. **If approved, payment may take up to eight (8) weeks to process from the date received by Procurement Services.*****

**The following information is required before payment will be considered. Attach proof of delivery or services performed which may be in the form of a packing slip, freight bill, or invoice.**

1. The reason why CSU procurement policy was not followed:

2. The detailed facts regarding this situation:

3. Have you submitted a similar request in the previous 30 days? \_\_\_\_\_ If so, how many? \_\_\_\_\_

4. The steps taken to avoid another request for approval of payment by the University in the same or similar situation:

Department: \_\_\_\_\_ Requester Email: \_\_\_\_\_

ChartField to be Charged: \_\_\_\_\_  
Account Fund Dept ID Program Class Project

Authorized by: \_\_\_\_\_ Print Name: \_\_\_\_\_  
*\* Signature of the authorized account signatory*

Dept Head: \_\_\_\_\_ Date: \_\_\_\_\_  
*\* Signature of the appropriate Department Head or Dean is required*

Print Name: \_\_\_\_\_ Email: \_\_\_\_\_

**PROCUREMENT SERVICES USE ONLY**

APPROVED BY: \_\_\_\_\_ APPROVAL DATE: \_\_\_\_\_