

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY,
POMONA**

Unauthorized Purchase Approval Request

Procurement Services

Date: _____ Department: _____

Total: _____ Requester/Ext: _____

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 Five (5) 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? No _____ 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:

ChartField to be Charged: _____
Account Fund Dept Id Program Class Project

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

Dept Signature: _____ Date: _____
** Signature of the appropriate Divisional Vice President is required*

Print Name: _____ Ext. _____

PROCUREMENT SERVICES USE ONLY

APPROVED BY: _____ APPROVAL DATE: _____