



NON-COMPLIANT PURCHASE FORM

The purchase made on requisition _____ invoice _____
and/or _____ to _____
is as a non-compliant purchase. This purchase is non-compliant because:

- ___ The order was placed before a purchase order was issued by the Purchasing Department.
- ___ A contract was signed by an unauthorized individual.

Please remember that a purchase requisition does not authorize you to make a purchase. Any order placed or obligation made to a vendor without a purchase order or other contract document signed by the President, the Vice President for Business Affairs, the Director of Purchasing, or Senior Buyer is the sole responsibility of the person who placed the order and he/she is personally liable for payment to the vendor.

To avoid personal liability, employees should follow the university's purchasing procedures as outlined in the Administrative Policy Manual and summarized on the Purchasing Department website at <http://www.sulross.edu/pages/3333.asp>.

To request that the university pay for this purchase, you must:

- **complete this form,**
- **provide a non-state FOAPAL,**
- **sign the document (both employee and dept. head), and**
- **return it to Purchasing Department within 3 days.**

We will forward the documents to the appropriate vice president who will determine whether this purchase will be paid by the university.

Reason for the unauthorized obligation: _____

Steps to be taken to avoid non-compliance in the future: _____

FOAPAL # _____

Signed: _____
(Person responsible for the obligation)

Signed: _____
(Dept. Head)

Typed/printed name: _____

Typed/printed name: _____

Approved for Payment by: _____ Date: _____
Vice President