

## PROCUREMENT DEPARTMENT

procurement@floridapoly.edu

## **Unauthorized Procurement-Ratification Request Non-Routine Purchase Justification After the Fact Purchases**

REQUISITION NO.	DATE	DEPT. NAME	
REQUISITION NO.	DATE	DEPT. NAIVIE	
ITENA(C) DUD CUA CED			ANAQUAIT OF THE BURGHASE
ITEM(S) PURCHASED:			AMOUNT OF THE PURCHASE:
SUPPLIER:			SUPPLIER'S ORDER OR REF. NO.:
JUSTIFICATION: (Pro	vide reason(s) fo	circumventing routine nurchas	ing procedures)
JUSTIFICATION: (Provide reason(s) for circumventing routine purchasing procedures)			
PROCUREMENT REMAR	KS: Procurement	is processing for purposes of v	endor payment only 🔲
LINIALITUODIZED C AET		CHACEC. Franch on other miles	delegated in the Developing Managed and
		<u> </u>	delegated in the Purchasing Manual, only
-			uisition of commodities and services on
	and is the initial	point of contact for all contracts	s, agreements, and other obligations and
commitments.			
The Using Department (	Cost Center Mana	iger may be relied upon for exp	anation to State Auditors and is
responsible for impleme	enting all necessa	ry precautions to prevent reocc	urrences of Unauthorized and/or After-
The-Fact Purchases.	_		
Authorized Signature (	Cost Center Mana	nger)	Date
Additionized Signature (	COST CETTER IVIAITO	'8c' /	Date
Danisatas: Circuit			Data
Requestors Signature			Date Pay 11 20 22
			Rev 11.20.23

Procurement Authorized Signature