

# Purchase Requisition Late Justification Form

**Please Note:**

Issuing a Purchase Order after a Vendor provides goods or services is a violation of current State Policies and Procedures. During Audit reviews the University will be sited for such violations. No goods or services should be provided until a Vendor has received an approved Purchase Order from the University. Therefore it is extremely important that departments forward a Purchase Requisition to the Purchasing Department and that the department receives an electronic copy of the approved Purchase Order prior to a Vendor providing any goods or services.

This form must accompany all Purchase Requisitions that do not conform to the procedure noted above.

This form must be filled out completely and BOTH the Budget Manager and the appropriate VP or Chief must sign the form.

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Name of Vendor:	Date of Purchase Requisition:	Total Dollar Value of Purchase Requisition:
_____	_____	_____

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**Please explain in detail:**

**Why** was the Purchase Requisition submitted late? An outline of when the goods and/or services were provided, **including dates MUST** be summarized below.

Please indicate **what procedures** you have established to help eliminate future late submittals

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Department	Budget Manager Signature	Date
	_____	_____
	VP or Chief Signature (required)	Date
	_____	_____