

UNAUTHORIZED PURCHASE

UNIVERSITY OF ALASKA SOUTHEAST
Purchasing Department

TO: Jon Lasinski Director, Business Operations
Action taken: Approved: _____ Date _____
Disapproved: _____ Date _____

THRU: _____ Dean/Director
Signature Date

FROM: _____ Employee responsible
Signature Date

SUBJECT: Request for approval of unauthorized purchase.

VENDOR: _____ AMOUNT: _____

Explain why the University became financially obligated to the above vendor without appropriate purchasing approvals:

Lined area for explaining why the University became financially obligated to the vendor without appropriate purchasing approvals.

INSTRUCTIONS:

- 1. Form to be filled out by employee that made the unauthorized purchase.
2. Original invoice must be attached.
3. Check request with appropriate approvals must be attached.
4. Forward packet to Business Office.