# 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:

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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.