

Unauthorized Purchase Approval Request

Date: _____

Requester: _____

Purchases for goods or services made without an authorized requisition with appropriate documentation is a violation of CSFPF policy. Such unauthorized purchases **may be** considered a personal obligation of the individual who made the purchases as opposed to an obligation of the Foundation. Submission of this request **does not guarantee approval of payment** and further information may be required or the submittal may be outright rejected.

Vendor Name/Number: _____ **Amount:** _____

The following information is required before payment will be considered. Attach proof of delivery or services performed which may be in the form of a packing slip, freight bill, or/and invoice.

1. The reason why Philanthropic Foundation policy was not followed:

2. The detailed facts regarding this situation:

3. Have you submitted a similar request in the previous 30 days? (Yes/No): _____

4. The steps taken to avoid another request for approval of payment by the University in the same or similar situation:

CSFPF Account #: _____ Dept. Head/Dean Name: _____

Authorized Signer: _____ Date: _____

*Approval by the appropriate account official is required.

CSFPF Only:

Authorized Signature

Date