**Purchase Requisition Late Justification Form**

**Please Note:**
Submitting a Purchase Requisition after a vendor provides goods or services is a violation of current State Policies and Procedures. During State audit reviews the University will be sited for such violations. Therefore it is extremely important that departments forward the Purchase Requisition to the Purchasing Department and receive an electronic copy of an 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?

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

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Department

Budget Manager Signature

Date

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VP or Chief Signature (required)

Date

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