

Texas A&M University-Corpus Christi Purchasing Department
After The Fact Memo (ATF)
on use of University Funds

To: PURCHASING

From: _____ **Date** _____

Select Dept. **Department**
(As shown in FAMIS) **Name:** _____

PO Number or
Invoice Number: _____ **Amount: \$** _____

Vendor: _____

Description:
(of purchase) _____

The above-referenced PO Number or Invoice Number is in non-compliance with the purchasing policy for procurement of goods and services due to one or more of the following reasons.

- Limited purchase order was not created and approved in FAMIS thereby the funds were not encumbered before the order was placed.
- I submitted a voucher create to accounts payable to pay for this transaction. I am aware that all non-compliance purchases must be paid with local funds.
- Other: _____

I fully understand that reasonable explanations for boxes 1 and 2 must be entered below in order to receive an authorization from Purchasing before accounts payable can process voucher create for payment to vendor.

1. Explanation for the unauthorized obligation:

2. Explain the steps to be taken to avoid non-compliance in the future.

University purchasing procedures require issuance of a purchase order prior to the purchase of goods or services from outside vendor, except when utilizing the procurement credit card. Please note State Comptroller's Office requires University to ensure that documentation of the agreement is prepared at the time the goods or services are ordered from the vendor and departments must ensure pricing is obtained from the current vendor. If you have any questions regarding this purchase or other purchasing matters, please contact the Director of Procurement and Disbursements at ext. 2616 or the Executive Administrative Services Director, Judy Harral, at ext. 2495. Thanks in advance for your cooperation to ensure adherence to the established guidelines.

Upon entering your explanation on this form, click the "Submit by Email" button and it will automatically be returned to the purchasing department.

