



Confirming Order Justification Form

(After the Fact Purchase Justification)

I, _____,
Attest that I purchased/contracted for goods/services on behalf of The Trustees of The Florida State University as follows:

Confirming Date: _____ Requisition No. _____ Amount to be Paid: _____

Vendor Name: _____ Vendor Address: _____
(Supplier that provided goods/services)

Dept ID _____ Fund _____ Project _____

Description of the goods or services purchased/contracted for:

Explain why this after-the-fact order was placed prior to submitting a requisition and establishing a valid University purchase order number (Note: a valid purchase order means that a PO has been created and is in "dispatched" status in OMNI, which further means that all internal workflow approvals have been obtained and it has passed budget checking):

Purpose for which the goods or services were purchased/contracted for:

What steps has the department taken to prevent repetition of confirming purchases in the future? (Department will circulate information on options available for urgent requests; Departments will call Purchasing IN ADVANCE for questions on urgent requests; Department will brief staff on the ramifications of placing an order prior to submitting a requisition)

Based on the forgoing declaration I am attaching the original supporting documentation (invoice or receipt for payment) and hereby request that The Trustees of Florida State University:

- PAY THE VENDOR or
- EMPLOYEE WILL PAY VENDOR USING PERSONAL FUNDS

Note: Purchasing will review all confirming requisitions on a case by case basis, and will have the option to disapprove any request that was not determined to be an emergency, or when a purchase order could have been obtained. Disapproval will result in the cost of the purchase being borne by the individual who contracted with the vendor without a purchase order number. Neither Payables & Disbursements nor UBA's will process direct pay requests for purchases that could have and should have had purchase orders in advance. See Purchasing Policies and Procedures on-line or if you have questions, contact Purchasing for additional procurement options.

Department Name Phone Number

Print Name of Initiator Signature of Initiator Date
(Individual that authorized or ordered goods/services)

Print Name of Dept. Head Signature of Dept. Head Date
(For confirming purchase up to \$5000, including tax and shipping, limited to 3 occurrences and Compliant with Purchasing Policy & Procedures). After 3 occurrences this form is to be signed by Dean/Vice President for any dollar amount.

Print Name of Dean/Vice President Signature of Dean/Vice President or Designee Date
(If purchase is not compliant with Purchasing Policy & Procedures and/or is greater than \$5000)

Signature of Purchasing Director / Associate Director Date

