



Purchasing Department
12479 Research Parkway Bldg 600
Orlando, FL 32824
(407) 823-2661 Fax (407) 823-5551

AFTER THE FACT REQUISITION JUSTIFICATION

DATE: [ ]
TO: [ ]
BUYER: [ ] PHONE #: [ ]
REQUISITION(S): [ ]

The above Purchase Requisition(s) is/are being held from processing for apparent violation of after-the-fact requisitioning procedures. Departments are not authorized to place orders directly with a vendor for goods/ services unless expressly approved by the Director of Purchasing, Associate Director, or the cognizant Purchasing Buyer. After-the-fact requisitions are serious violations that could lead to duplication of purchases, delayed payment for the vendor, and other sanctions, including the violator having to pay the vendor with personal funds. The Purchasing Department has several methods to expedite urgent requests including the use of a PCard by our buyers if the department does not have one or a verbal order authorized by a buyer.

In order to process this order, we need the below areas completed (submit attachment if more space is needed):

Name(s) of individual responsible: [ ]

Explanation of why order was placed prior to submittal of requisition: [ ]

- Corrective action taken to prevent future occurrences, to include but not limited to:
[ ] Department will circulate information on options available for urgent requests
[ ] Department 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
[ ] Staff member will pay the invoice using personal funds
[ ] Other: [ ]

[ ] [ ]

Print: (VP/Dean/Director/Chair) Signature Date