

SBCMP/SBPHL PAYMENT METHODS Procurement and Contracts (Purchasing) Unauthorized Purchase Explanation/Certification (UPEC)

1) Review the following statement and enter your initials in the acknowledgement box:

The University requires that an authorized purchase order be obtained **prior to placing an order** for any items or services that will be paid by check or ACH. Purchase orders are issued by the Procurement and Contracts Office after receipt of an online requisition and any required approvals, quotes, bids, or other required documentation from the department or vendor, and after the completion of any required bidding activity. See <http://www.csusb.edu/procurement> and <https://www.csusb.edu/procurement/procurement-card> for procedures, bidding requirements and other information associated to University procurement practices. This Unauthorized Purchase Explanation/Certification (UPEC) is required whenever an order is placed without prior authorization from the Procurement and Contracts Office, or when a purchase of a restricted or prohibited order is made using a procurement card.

Initial acknowledgement:

IF REQUESTING AFTER-THE-FACT PAYMENT BY CHECK	IF RESTRICTED OR PROHIBITED PURCHASE WAS PAID BY PROCUREMENT CARD
Name of person who placed order:	Cardholder Name:
Requisition Number:	Vendor Name:
Vendor Name:	

2) Was this an emergency situation (i.e., health or human safety were at risk)? If so, please detail the facts:

3) Explain why a requisition was not submitted and a purchase order number obtained prior to making this purchase.

4) What steps have been taken to avoid unauthorized purchases in the future?

5) List invoice number(s) and date(s) event(s) occurred.

6) Attach proof of delivery of item(s) or service(s) provided. This may be in the form of a packing slip, freight bill or invoice.

NOTE: The following certification must be signed by the individual who placed the order or made the commitment with the vendor for the purchase. This is necessary in the event the State Auditor does not approve the purchase and requires that *the individual be personally liable for the purchase.*

Reference CSU Policy: [CSU Contract and Procurement Policy; Internal Compliance Audits \(Section I\)](#).

"I hereby certify that I am the individual responsible for the unauthorized purchase, that I inspected the merchandise or services listed above, and there is no exception as to quantity or quality of the product or service received."

CERTIFICATION

Requestor:

Signature Required

SIGNATURE

PRINT NAME/TITLE

DATE

Dean/Chair/Administrator:

Signature Required

SIGNATURE

PRINT NAME/TITLE

DATE

Division VP:

Signature Required

SIGNATURE

PRINT NAME/TITLE

DATE

FOR PROCUREMENT AND CONTRACTS OFFICE USE ONLY

Director, Procurement and Contracts:

Signature Required

SIGNATURE

PRINT NAME/TITLE

DATE

APPROVED

DENIED