

## PROCEDURES FOR PROCESSING NON COMPLIANT INVOICES

**Except as allowed by the Purchasing Card OP and the Direct Pay OP, the ordering of products or services prior to the purchase order being issued is considered an obligation without authority and a violation of the Purchasing Operating Policies.**

If an employee has obligated the institution without prior authority to do so, a notification will be sent to the employee who submitted the non-compliance form described below, as well as to the respective fund manager. A regular report of non-compliant purchases will also be sent to the appropriate Vice President or Dean.

### **Non-Compliant Invoice Handling Procedure**

To submit a TechBuy requisition for a non-compliant purchase, the employee should complete the TechBuy "Non-Catalog form" and select "add and go to the cart" from the drop down menu. Before submitting the requisition, the following must be included: **(Note: Failure to provide the items listed below will cause the requisition to be rejected.)**

- 1. A completed Non-Compliance Form, signed by the person who obligated the institution without authority or someone administratively superior to them, must be electronically attached to the requisition. Purchasing will not accept Non-Compliant Requisitions without this signed form attached. This form can be found at the Purchasing Department website – [www.fiscal.ttuhs.edu/purchasing](http://www.fiscal.ttuhs.edu/purchasing). Purchasing will write the TechBuy Requisition number on the form once the requisition is received with the form electronically attached.**
- 2. The statement "NON-COMPLIANT INVOICE" must appear in the internal notes section of the requisition.**

Once the requisition is processed and a purchase order number has been assigned, please record the PO number on the original invoice and send it to Accounts Payable. DO NOT send the invoice to Purchasing. **Invoices that are electronically attached to TechBuy requisitions are considered for documentation purposes only and will not be forwarded to Accounts Payable.**

### **Reporting of Habitual Non Compliance Offenders**

The following process will be followed for employees who have three (3) or more non compliant requisitions during a contiguous ninety (90) day period.

1. Employees with three (3) or more non compliant orders within a ninety (90) day period will be notified that they are in violation of the non compliance policy.
2. Employees who continue to violate the non compliance policy after the first warning, will have their immediate supervisor or departmental administrator notified, with a copy to the department head, of the continued violation of the policy, and that further violations will result in loss of or suspended TechBuy access.
3. Employees who have been notified in step 2 above who continue to violate the non compliance policy will have their TechBuy access suspended. They will be notified of the actions required to have their suspension lifted and regain access to TechBuy by the Purchasing department.
4. An employee who has been reinstated after suspension in step 3 above who further violates the non-compliance policy will be permanently barred from using the TechBuy system.