

NON-COMPLIANCE FORM

Requisition # _____ to _____ (vendor) is in violation of the Purchasing Manual, "Purchasing Methods and Processing Guidelines" section 2 and as such must be processed following the Procedure for Non-Compliant Orders and Invoice Handling which requires completion submission of this form.

From the section on "Guidelines for Processing Purchase Order and Requisition Requests" in the Purchasing Manual titled "Purchasing Methods and Processing Guidelines;" though departments can obtain bids up to \$10,000, **no obligation can be incurred without prior approval** of the Sr. Director of Purchasing or those in Purchasing with delegated authority. The obligation of the Institution for those commodities and services for which Purchasing is responsible **will be made via the issuance of a purchase order.**

The above referenced requisition is a violation of the authority to obligate the institution that is expressed in Purchasing Operating Policies. The information requested below must be provided and this form electronically attached to the requisition submitted via TechBuy. The signature of the person obligating the Institution must be present. This information will be forwarded to the Associate Vice President of Fiscal Affairs or his designee for approval to pay.

Explanation for the unauthorized obligation:

Explain the steps taken to avoid non-compliance in the future:

Signed By: (Must be the person responsible for obligating the Institution)

Printed Name and Title:

Date:
