



NON-COMPLIANCE FORM

Requisition # _____ to _____ (vendor)
is in violation of Purchasing Policies and Procedures and as such must be processed following the
Procedures for Processing Non-Compliant Invoices.

In accordance with Purchasing Policies departments can obtain quotes and bids up to \$50,000.
Obligations cannot be incurred without prior approval of the Managing Director of Purchasing or
those in Purchasing with delegated authority. The obligation of the Institution for a good or a
service **will be made by 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 TechBuy requisition. The signature of the person
obligating the Institution must be present.

**Once the Purchase Order is approved, please attach invoice to the PO through the TechBuy
Comments and select accounts.payable@ttuhsc.edu to receive the notification/comment.**

Explanation for the unauthorized obligation:

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

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

Name:

Title:

Department:

Location:

Date: