UNAUTHORIZED PURCHASE

UNIVERSITY OF ALASKA SOUTHEAST
Purchasing Department

TO: Thomas Dienst
    Director, Business Operations
Action taken: Approved: _______ Date ______
Disapproved: _______ Date ______

THRU: ____________________________________________ Dean/Director
Signature Date

FROM: ____________________________________________ Employee responsible
Signature Date

SUBJECT: Request for approval of unauthorized purchase.

VENDOR: _______________________________ AMOUNT: ______________

Explain why the University became financially obligated to the above vendor without appropriate purchasing approvals:
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INSTRUCTIONS:
1. Form to be filled out by employee that made the unauthorized purchase.
2. Original invoice must be attached.
3. Check request with appropriate approvals must be attached.
4. Forward packet to Business Office.