



Date: _____ Department: _____

Total: _____ Requester/Ext: _____ / _____

*Purchases for goods or services made without an authorized purchase order or contract signed by Contracts and Procurement, is a violation of State law and CSU policy. Such unauthorized purchases **can be** considered a personal obligation of the individual who made the purchase as opposed to an obligation of the University. Submission of this request **does not guarantee approval of payment** and further information may be required or the submittal may be outright rejected.*

The following information is required before payment will be considered. Attach proof of delivery or services performed which may be in the form of a packing slip, freight bill, or invoice.

1. The reason why CSU procurement policy was not followed:

2. The detailed facts regarding this situation:

3. Have you submitted a similar request in the previous 30 days? _____ If so, how many? _____

4. The steps taken to avoid another request for approval of payment by the University in the same or similar situation:

ChartField to be Charged:

Account Fund Dept Id Program Class Project

Authorized by:

* Signature of the authorized account signatory

Print Name:

Dept Head:

* Signature of the appropriate Department Head or Dean is required

Date:

Print Name:

Ext.

CONTRACTS AND PROCUREMENT USE ONLY

APPROVED BY: _____ APPROVAL DATE: _____