

Unauthorized Purchase Form

According to the [Unauthorized Purchases Policy](#) #10077964, a PO is required before goods are obtained and/or services are rendered. When the policy has been broken, this form must be completed and attached to the requisition. Exceptions include emergency repairs, Athletics' lab tests, organ procurement, and hurricane related services. Individuals with three or more violations will be reported to their Senior Business Manager (SBM) and maybe subject to disciplinary action.


1. **For the purchase requisition to be approved, select the Requisition Type "Confirming Order," and attach the completed and signed Unauthorized Purchase Form. (required)** For assistance contact the [Purchasing Help Desk](#).


Requisition Type + Attachments

2. **Req Number (required)** _____ For assistance, contact the [Purchasing Help Desk](#).
3. **Provide the reason UM Purchasing policy was not followed. (required)**
For questions, contact [Purchasing](#).

4. **Provide the steps that have been or will be taken, to avoid a similar unauthorized purchase. (required)** For questions, contact [Purchasing](#).

5. **By signing below, I agree to follow the University of Miami's Purchasing policies and processes. Also, I acknowledge this document will be on file for review and future tracking.** For questions, contact [Purchasing](#).

Requester (required) This is the employee that requested the goods/services without a PO. This is not necessarily the requisition creator.
Print Name:
Signature: 
Date:

Supervisor (required)
Print Name:
Signature: 
Date: