



Explanation for Illegal Purchase

Requestor Name and Job Title: _____

Site: _____

Requisition Number: _____ Purchase Order Number: _____

Explanation: _____

Signature of Requestor

Date

Signature of Immediate Supervisor

Date

Signature of Accounting Coordinator

Date

Signature of Director of Purchasing

Date

Please complete this form and attach to the requisition. Activity fund purchases require approval from the Accounting Coordinator. All other purchases require approval from the Director of Purchasing.

cc: Office of the Chief Financial Officer