University of California, Merced

Unauthorized Purchase Policy Violation Form
Procurement and Contract Services

Definition of Unauthorized Purchase

An unauthorized purchase is any procurement made without proper approval through University channels. Check all that apply:

☐ Ordered without PO or P-Card

☐ Signed contract without signature authority

☐ Services started or goods received before issuance of PO

☐ Exceeded DOA or P-Card limit

☐ No Delegation of Authority (DOA)

Section 1 – Employee Info

Name: _____ Title: _____

Department: _____ Email: _____

Phone: _____

Section 2 – Violation Summary

Date of Violation: _____ Supplier: _____

Amount: $_____ Chart of Account (COA) _____

Items/Services Purchased: _____

Section 3 – Explanation

Describe the reason for the unauthorized purchase:

Section 4 – Corrective Action Plan

How will this be prevented in the future?

Section 5 – Required Signatures

Name	Title	Signature	Date
	Employee		
	Supervisor/Manager		
	Business Officer/CAO		
	Vice Chancellor or Dean		

Section 6 – Procurement Use Only

Reviewer: _____ Date: _____

Notes: