CENTRAL PIEDMONT COMMUNITY COLLEGE

PROCUREMENT UNAUTHORIZED PURCHASE FORM

(Purchase of goods or services **BEFORE** a purchase order is created)

Date of Unauthorized Purchase: _____: Goods ☐ Services ☐ (Check one)

Unauthorized Requisition #: _____ Date of Requisition: _____

Account Number: _____ Description: _____

Purchases must adhere to the following procedures or they will be considered unauthorized:

1. **A quote from the vendor is received.**
2. **A requisition is entered in E-Procurement.**
3. **A Purchase Order/Blanket Order is issued by the Procurement Department.**
4. **The vendor delivers the product/service and an invoice is received.**

GUIDELINES:

1. **Unauthorized purchase of GOODS when Purchase Order is not in place prior to goods received:**
   - **If an unauthorized purchase occurs, employees involved in the purchase must attend Procurement training and the goods may need to be returned if not properly procured. Fees associated with the unauthorized purchase must be paid by the department procuring the goods.**
   - **If unauthorized purchases continue, the employee's supervisor will be notified and if necessary requisition access rights may be temporarily removed.**
2. **Unauthorized purchase of SERVICES when Purchase Order is not in place prior to services rendered:**
   - **If an unauthorized purchase occurs, employees involved in the purchase must attend Procurement training.**
   - **If unauthorized purchases continue, the employee's supervisor will be notified and if necessary requisition access rights may be temporarily removed.**

****Reminder the college's visa purchasing card may be used within purchasing card guidelines.**

This is an "unauthorized" request for the purchase of goods or services. The Department Supervisor and Vice President must approve.

Employee who entered requisition: _____ _____Date: _____
Print Name Signature

Employee who requested purchase: _____ _____ Date: _____
Print Name Signature

Department Supervisor: _____ _____Date: _____
Print Name Signature

Account Manager: _____ _____Date: _____
Print Name Signature

Unit Vice President: _____ _____Date: _____
Print Name Signature

For additional information please visit http://www.cpcc.edu/procurement/unauthorized-purchases- **"Unauthorized Purchases."**

CONTACT YOUR BUYER WITH ANY QUESTIONS REGARDING PURCHASES.

For Procurement Use:

Date Approved in E-Procurement:_____ BO/PO# Issued:_____
Amount:_____ Buyer:_____

First occurrence ☐ Second occurrence ☐

PU 06/2017