

## Unauthorized Purchase Letter

DATE:

TO: (Person violating policy and procedures)

FROM: Purchasing Department

RE: Unauthorized Purchase Requisition(s)

The attached requisition is for an after-the-fact purchase of goods or services. This appears to be a violation of College of the North Atlantic policy which requires that a purchase order be issued before a product is ordered and/or delivered or a service is rendered. In order to satisfy auditors and consider ratification (approval) of this purchase requisition, the procedures require a detailed explanation as to the reasons why a payment obligation appears to have been incurred prior to the issuance of an approved PO. This document must be signed by you and your immediate supervisor.

In your explanation, please state in detail:

- A. The circumstances surrounding the commitment to include: the name and title of the employee responsible.
- B. The reason(s) why the proper procedures were not followed and why the violation occurred (i.e. how the payment obligation arose prior to the issuance of the purchase order).
- C. A description of the terms of the commitment, when it arose, when performance ended, how the pricing was negotiated and evaluated, and copies of any relevant correspondence, documents, or invoices, if available that define the terms of the commitment. Affirm that the prices or rates are fair and reasonable.
- D. What corrective actions are intended or have been taken to prevent a recurrence by your department and the employees involved.
- E. If similar violations have occurred in the past, please explain why the corrective actions taken have not prevented the problem from recurring.

The explanation must be forwarded to the College Comptroller. The College Comptroller will notify the Director of Administration (Finance) and request ratification of the procurement or other instructions or disposition consistent with applicable policy and procedures.

In order to maintain a good relationship with this vendor we ask that you respond as soon as possible so payment can be processed.

Please call me at 709. 643. 2558 if you have questions.

Thank you.

Procurement Manager

Attachment: Unauthorized File