

# FLORIDA ATLANTIC UNIVERSITY PURCHASING DEPARTMENT

## NON-ROUTINE PURCHASE JUSTIFICATION AFTER THE FACT PURCHASES

REQUISTION NO.	DATE:	DEPT. NAME:	SMARTTAG:
ITEM(S) PURCHASED:			
SUPPLIER:			SUPPLIER'S ORDER OR REF. NO.:
JUSTIFICATION: (Provide reason(s) for circumventing routine purchasing procedures)			

**AFTER-THE-FACT PURCHASES:** Except as otherwise delegated in the Purchasing Manual, only the Purchasing Department is authorized to commit funds for the acquisition of commodities and services on behalf of the University and is the initial point of contact for all contracts, agreements, and other obligations and commitments.

The Using Department is responsible for implementing all necessary precautions to prevent reoccurrences of After-The-Fact Purchases.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date