

Unauthorized purchases are commitments made on behalf of the University of California without obtaining the required delegated approval authorization prior to the purchase or procurement of goods and services. These actions violate UC purchasing policy. Unauthorized purchases will be reviewed by the UC ANR department head, the BOC, and the Controller's Office for consideration of an exceptional approval based on the demonstrated business need. Per UC policy, if the request for an exception for an unauthorized purchase is disapproved, the individual who made the unauthorized purchase will be responsible for returning the goods or for personally paying for the charges.

Name: _____ **Date of purchase or when services were performed:** _____ **Amount Paid:** _____

Type of Unauthorized Purchase:

- Reimbursement for employee out of pocket expenses > \$500
- Unauthorized purchase without an approved UC purchase order
- Unauthorized service without an approved UC business contract

Brief description and business purpose of purchase:

Reason and Justification for unauthorized purchase:

What steps has the department taken to prevent future unauthorized purchases?

For employee out-of-pocket reimbursements, submit receipts totalling \$499.99 or less

Advance planning to follow UC Purchasing Policies and Procedures

- For low value purchases (up to \$4999/day per vendor), will use UC Departmental Purchase Order or UC Purchasing Card
- For high value purchases (\$5000 or more) and all service contracts, will use UCCE Request for Purchase Order processing through UC Davis Contracting Services

Based on the above information, I am attaching the original supporting invoice or receipt.

I hereby request the University of California to:

Pay the vendor

Reimburse me for this disbursement of personal monies

I declare under penalty of perjury under the laws of the State of California that the above statements are true and correct.

BOC-D Initial

Signature

Printed Name

Date

Approval - Department Head/Unit Director Signature

Printed Name

County

Date

Jake McGuire

Approval - UC ANR Controller Signature

Printed Name

Date