

Unauthorized Purchases - Overview

**Business Operations Center
Controller's Office**

August 2022

Unauthorized Purchases: Definition and Policy

Unauthorized Purchases:

Commitments made on behalf of the University of California without obtaining the appropriate approvals

Purchases need to comply with federal and state law, university policy, and prudent business and financial practices

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

Unauthorized Purchases: Current Context

- New staff or short-staffed
- COVID restrictions lifting for events
- Remote work
- New policies/procedures

Unauthorized Purchases: Examples

- Volunteer reimbursements >\$499
- Printing: brochures, t-shirts, posters
- After the Fact Purchases: no Purchase Order
 - - equipment/supplies
 - - facilities
- Unauthorized vendors
- Farm labor

Unauthorized Purchases: Process

Unauthorized purchases will be reviewed by:

- the department head
- the Business Operations Center, and
- the Controller's Office

Requires exceptional approval

- based on the demonstrated business need
- steps taken to avoid future unauthorized purchases

Purchasing information (BOC website):

https://ucanr.edu/sites/anrstaff/Administration/Business_Operations/Business_Operations_Center_--_Davis/PURCHASING/

<https://supplychain.ucdavis.edu/procure-contract/training>

Unauthorized Purchases: Workflow Automation

Requests for payment are submitted through Workflow Automation:
<https://wfa.ucanr.edu/#/forms/businessoperations/unauthorizedpurchases>

The screenshot shows a web interface for submitting unauthorized purchase requests. The page title is "Unauthorized Purchases" with a back arrow icon. In the top right corner, there are two buttons: "Print Form" and "Need Help?". On the left side, there is a vertical navigation menu with four items: "Purchase Information" (highlighted in blue), "After-the-fact Purchase Information", "Steps for Prevention", and "Submitter Declaration". The main content area is titled "Purchase Information" and contains four input fields: "Vendor Name*" (text box), "Date of Purchase or when services were performed*" (calendar icon, placeholder "mm/dd/yyyy"), "Purchaser Email*" (text box), "Amount*" (text box), and "Name of the Purchaser*" (text box). On the right side, there is a vertical workflow progress indicator. It consists of a vertical line with five circular nodes. The top node is highlighted in yellow and labeled "Initiator In Progress". The other four nodes are grey and labeled "Director Not Started", "Financial Approver Not Started", and "Controller Not Started".

Unauthorized Purchases: Approvals

County Office Routing:

- Purchaser
- Office Manager (Submitter in WFA)
- County Director (Director approver)
- BOC Director (Financial approver)
- Controller (Final approval)

Contacts

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BOC Business Partners

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