



Justification Form for “After the Fact” Purchases

Date: _____

Requestor's Name: _____ Requisition#: _____

Vendor Name: _____

Unauthorized financial commitments requires that any requisition or invoice submitted “after the fact” for services or products must be accompanied by a letter signed by the cognizant department Supervisor justifying the reason for the deviation from policy.

The purchase associated with the requisition number references above has been committed to the vendor without proper authorization. Procurement authority at Navajo Technical University system flows from the Regents through delegations to Finance Director for the University. The Finance Director has delegated purchase authority for Low Value purchases to the various departments up to a limit of 25,000.

Any purchase that is made outside of the authority delegated by the Finance Director is an unauthorized commitment of University funds and becomes the personal responsibility of the person making the unauthorized purchase. Specifically, Fiscal Management Policies, Policy Number NTU-AUG-1234-15, Page 13, UNAUTHORIZED PURCHASES states:

Before processing the requisition for this unauthorized purchase, Procurement requires the following information (Include additional documentation if needed):

1. A written justification for why the unauthorized procurement action was taken. What happened?
2. A statement regarding whether or not the price is considered reasonable and explain the basis for making that determination:
3. Please provide an explanation of the action taken to avoid any future unauthorized purchases:



It is my understanding that any future unauthorized purchases will be at the employees' expense, and the university must be reimbursed within ten (10) business days of the notification or the amount of the purchase will be deducted from the employee's next pay.

Requestor's Signature: _____

This form is required to be signed by the President, Vice-President, or Provost below:

Signature: _____

Print Name: _____

Title: _____

Date: _____