

**CONFIRMATION PURCHASE FORM
(UNAUTHORIZED PURCHASE)**

This form is a ratification of an unauthorized purchase executed by a user department/school that does not comply with the Utah Procurement Code, Administrative Rules, District Policies, and/or Administrative Procedures. A confirmation purchase requires retroactive approval by the District Director of Purchasing for purchases up to \$50,000, and by the Business Administrator for commitments exceeding that amount. PAYMENT FOR ANY UNAUTHORIZED PURCHASE MAY BE THE RESPONSIBILITY OF THE PERSON PLACING THE ORDER.

NOTE: Multiple unauthorized purchases by employees/departments/schools may result in disciplinary actions.

Please provide the information requested below and submit this Form and attachments to the Purchasing Department:

DATE:

DEPARTMENT/SCHOOL:

VENDOR:

AMOUNT:

NAME OF ALL DISTRICT STAFF INVOLVED IN THE UNAUTHORIZED PURCHASE:

DESCRIPTION OF GOODS OR SERVICES AND DISTRICT/SCHOOL NEED:

Please include:

- i. **Written statement from the employee who made the unauthorized purchase explaining why appropriate purchasing policies or procedures was not followed.**
- ii. **Information on the corrective action taken by the supervisor to prevent recurrence of unauthorized purchase.**
- iii. **Copy of the proper invoice from the vendor.**
- iv. **Other documentation as may be applicable.**

REVIEWED BY DISTRICT BUYER:

Signature

Date

APPROVED:

NOT APPROVED:

DIRECTOR OF PURCHASING Date

DIRECTOR OF PURCHASING Date