

**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**