



MEMORANDUM FOR PROCUREMENT SERVICES

FROM:

SUBJECT: Non-Compliant Purchase Requisition

References: (a) A&M- Commerce Procurement Manual, April 2019, ATF Purchases

(b) 25.07.01.R0.02, President's Delegation of Authority, FY 2019

1. Purchase requisition has been referred to my attention due to non-compliance with the following purchasing guideline:

All goods and services must have a Purchase Order in place prior to delivery.

Controlled or Restricted Items

2. AN IMMEDIATE RESPONSE IS REQUESTED, AS PAYMENT TO THE VENDOR HAS BEEN DELAYED!

Explanation for the unauthorized purchase:

Explain the steps to be taken to avoid non-compliance in the future:

3. Upon receipt of this signed letter to Procurement Services and completion of “Purchasing Basics” online training, processing of this non-compliant requisition will be processed as an exception with the stipulation that all future purchases will be made in accordance with State and University requirements. Proof of completion, the training transcript from TrainTraq, is attached in order to process the requisition.

Purchasing Basics – Course #: 2111126

4. Please be advised that Procurement Services will retain a log of all such non-compliant purchase requisitions; and that continuation of such non-compliance may result in a limitation of purchasing capabilities.

Signed By: (Must be Department Head or Account Manager)

Typed or Printed Name:

cc:
Travis Ball, Chief Procurement Officer