

**NON-COMPLIANCE FORM**

Requisition # \_\_\_\_\_ to \_\_\_\_\_ (vendor) is in violation of the Purchasing Manual, "Purchasing Methods and Processing Guidelines" and as such must be processed following the Procedures for Processing Non-Compliant Invoices.

In accordance with the Purchasing Manual, departments can obtain quotes and bids up to \$25,000. **Obligations cannot be incurred without prior approval** of the Sr. Director of Purchasing or those in Purchasing with delegated authority. The obligation of the Institution for a good or a service **will be made by the issuance of a purchase order.**

The above referenced requisition is a violation of the authority to obligate the institution that is expressed in Purchasing operating policies. The information requested below must be provided and this form electronically attached to the TechBuy requisition. The signature of the person obligating the Institution must be present.

Explanation for the unauthorized obligation:

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

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Signed By: (Must be the person responsible for obligating the Institution)

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Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_