



JUSTIFICATION FORM FOR “CONFIRMING” PURCHASES

Unauthorized Purchases
Require Department Head’s Signature

Dept: _____ Date: _____

Requisition No: _____ Vendor: _____

All unauthorized financial commitments require that the requisition or the invoice submitted “after the fact” must be accompanied by this form. This form must also be signed by the Department Head along with a brief explanation for the deviation in purchasing procedures.

Justification:

End User’s signature: _____ Date: _____

Department Head’s signature: _____ Date: _____

Check Box:

Approved: _____ Comment: _____

Not Approved: _____

Please return this form to the Procurement Services via email: purchasing@fit.edu