

Unauthorized Commitment Memo

Date:	
To:	
From: Procurement and Sourcing Services	
Re: Unauthorized Commitment – Policy P1005	
In accordance with the University's policy regarding Purchase Order Requisition is required prior to or	ng Unauthorized Commitments (P1005), an approved dering goods and/or services from a vendor.
The attached requisition/s was submitted after the Procurement and Sourcing Services will require downly the requisition was not submitted before conferency, was not notified immediately.	ocumentation from the issuing department detailing
Please provide details below, including necessary disbursed.	signatures, so that payment may be authorized and
Feel free to contact me if you have any questions.	
Thank you,	
Margaret Natalie,	
Procurement and Sourcing Services	
Signature of Requisitioning Department Head	Signature of Appropriate Dean or Provost