



## CSUSM Procurement and CSUSM Corporation

### Instructions for Submittal of Unauthorized Purchase Request for Approval

1. CSUSM Procurement or CSUSM Corporation will request the submittal of the Unauthorized Purchase Request for Approval (UPRFA) in the following situations:
  - a. A contract is signed by an individual without delegation of signature authority.
  - b. A purchase is made that is not in compliance with CSUSM Policies and Procedures, including Procurement policies and the Direct Pay form.
  - c. Services commence prior to agreement execution or issuance of a PO.
2. Department will complete the form.
  - a. All UPRFA Forms require approval by the Unit Manager and Subdivision Manager.
  - b. To process payment, the UPRFA Form must have the box checked approving the purchase: *"Approved- I endorse the above request and agree the proposed action meets the educational mission and operational needs of the university."* This box should be checked by the highest authority signing the form.
  - c. If the purchase exceeds \$10,000, a signature is also required by the PAT Member or Designee (follow routing process for the Purchasing Request for Approval form). *Does not apply for CSUSM Corporation 85xxx projects.*
  - d. If the purchase exceeds \$50,000, a signature is also required by the CFO or Chief of Staff for FAS purchases (follow routing process for the Purchasing Request for Approval form). *Does not apply for CSUSM Corporation 85xxx projects.*
3. Department will submit the form through the Adobe Sign Workflow at <https://adobesigndynamicworkflow.csusm.edu/procurement>. Department shall include the following documents with the Form:
  - a. Form 204 Payee Data Record if one isn't currently on file with Accounts Payable.
  - b. Backup Documentation, including any contracts, quotes, proposals, or invoices supporting the purchase.
  - c. Invoice, if services are complete.
  - d. Direct Pay Form.
  - e. ITR Approval, if required.
  - f. Further documentation as requested by Procurement/CSUSM Corp.
4. CSUSM Procurement or CSUSM Corporation will process the UPRFA in the appropriate manner, which may include requesting additional documentation from the vendor, including insurance; issuing a PO or negotiating a contract if services are in process; or sending the UPRFA to AP and approving payment if the services are complete.
  - a. **NOTE:** Purchases for goods or services made without an authorized purchase order or contract signed by CSUSM Procurement or CSUSM Corporation is a violation of California law, CSU policy, and CSUSM policies and procedures. **Unauthorized purchases can be considered a personal obligation of the individual signing the contract or making the purchase. Submission of this request does not guarantee approval of payment or ratification of the purchases by CSUSM or CSUSM Corporation.** Further information may be required, and this form may be rejected.