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**TWU Purchasing URP 1.26.f. Purchase orders are not intended to be used strictly as a payment tool; therefore, a purchase order must be created prior to the commitment or obligation.**

The only other allowable purchasing method is the Procurement Card. A purchase order submitted after the commitment has been made and/or after the goods and services are received will constitute a non-conforming order.

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I, (Name) \_\_\_\_\_ (Title) \_\_\_\_\_  
attest that I authorized/requested the purchase for goods/services on behalf TWU as follows:

Purchase Date: \_\_\_\_\_ Received Date: \_\_\_\_\_ Amount to be Paid: \_\_\_\_\_

Supplier Name: \_\_\_\_\_ Supplier Address: \_\_\_\_\_

**Description and purpose of the goods or services purchased:**

**Explanation of why this non-conforming order was placed prior to a valid PO being issued:**

**Steps the department has taken to prevent non-conforming purchases in the future:**

*Note: Unauthorized purchasing actions could be serious violations of TWU policies and state laws that could have detrimental consequences to the University's resources and reputation. Violators may be directed to pay the supplier with personal funds, and disciplinary action may be taken against the employee. **This form must be completed in order for payment to be processed.** The appropriate Account Approver and Procurement and Contract Services personnel must approve all requests.*

Requester \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Account Approver \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Procurement \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
& Contract Services