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# Nevada State College

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## Memorandum

To: UNLV Purchasing

From: \_\_\_\_\_

CC: \_\_\_\_\_

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

Subject: After the Fact Purchase

Supplier: \_\_\_\_\_

Invoice Number: \_\_\_\_\_

Amount: \_\_\_\_\_

Description of Purchase:

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The referenced supplier invoice is non-compliant with the NSC/UNLV purchasing policy for procurement of goods and services. The purchase is not eligible for payment via the Procurement Card program; therefore, should have been initiated by requisition. Unauthorized financial commitments submitted “after-the-fact” must include a statement explaining and justifying the reason for the deviation in policy. Corrective actions steps must also be outlined with-in the memo, if applicable.

There may be situations where an “after the fact” purchase is allowed due to unusual circumstances, but must be reviewed in advance by Accounting Services. Corrective action steps are not required.

Depending on the amount and nature of the purchase, the memo may be elevated to the Vice President for review and approval before routing for payment.

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The memo must be attached to the Supplier Invoice Request (SIR) for processing in Workday.

1. Explanation for the unauthorized obligation:

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2. Explain corrective action steps to avoid non-compliance in the future.

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Purchaser Signature: \_\_\_\_\_