

*This form is used to document **unauthorized purchases**—specifically, instances where an invoice was submitted before a requisition was created or a purchase order was issued. The State of Texas and its auditors require clear documentation for any such exceptions to standard procurement procedures. By signing this form, you acknowledge the nature of the purchase and confirm receipt of this notice. Once completed, the requisition will be submitted to Accounts Payable for processing.*

Section 1: Reporting Party Information

Purchaser: _____

Department: _____

Position: _____

Email: _____

Ext: _____

Department Head/Supervisor: _____

Section 2: Purchase Details

Date of Purchase: _____

Amount: _____

Requisition #: _____

Purchase Description: _____

Section 3: Signatures

Purchaser: _____

Date:

Department Head/Supervisor: _____

Date:

Purchasing: _____

Date: