

Contract and Procurement Management After-the-Fact Submission

DEPARTMENT INFORMATION:

Requestor: _____

Department: _____

College/Division: _____

Email: _____

Requested amount: _____

SUPPLIER INFORMATION:

Supplier: _____

Address: _____

Contact: _____

Email: _____

Unauthorized financial commitments require that any requisition or invoice submitted **after-the-fact** must be accompanied by this form signed by the appropriate authorized administrators justifying the reason for the deviation from CSU policy. Pursuant to II. Procedures, H.7. Special Processing Requirements for Contracts, a. Commencement of Work Clause: **Except in cases of emergency to protect human life or State property, work shall not commence on any contract until the contract has been approved by the appropriate authority. Any work performed by the contractor before the date of approval can be considered as having been done at the contractor's own risk and as volunteer work.**

The explanation provided below should include the circumstances surrounding the reason for the delay and why appropriate authorization could not be secured in advance of the services being rendered and/or prior to receipt of goods.

Please note insurance waiver requests will not be acknowledged for these submissions and costs associated with any liability will be assessed to the College/Department.

Explanation:

SIGNATURES REQUIRED SHALL BE BASED ON FINANCIAL AUTHORIZATION HIERARCHY (FAH):

Department Requestor	Signature	Date	Extension
Dean/Senior Administrator	Signature	Date	Extension
Division Vice President	Signature	Date	Extension

ACCEPTED:

Director or Designee of CPM	Signature	Date	Extension
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Submit the completed form with all appropriate signatures to Contract and Procurement Management with all necessary documents.

Contract and Procurement Management will notify requesting department for additional documentation, when needed and once the form has been approved.