

Procedure:

Persons (Requestor) wishing to submit a request for the University to accept the obligation for payment of an Unauthorized Purchase must submit the following to CS&P:

1. A completed *Unauthorized Purchase Approval Request* form detailing the reasons why procurement procedures were not followed, and the steps taken to prevent reoccurrence. Form must be signed by Requestor and their VP, Captain, or President.
2. All related documentation regarding the purchase, such as: evidence of the purchase, receipt, invoice, packing slip, agreement/contract, required insurance documents, and warranty.

CS&P Director will review the submittal to approve or not approve based on factors including repeated violations or level of risk. If approved, the Requestor and their Vice President will be notified, and the submittal will be forwarded to Accounts Payable for processing. If not approved, CS&P Director will send to Vice President Administration & Finance (VP A&F) for final review. If VP A&F does not approve, the submitted documentation will be returned unprocessed, and the payment will not be an obligation of Cal Maritime.

Copies of the *Unauthorized Purchase Approval Request* will be filed for a minimum of one year. Accounts Payable will document Unauthorized Purchases and will submit information to the President or VP A&F as requested. Repeated Unauthorized Purchases shall be escalated to the University Controller and Vice President of Administration and Finance for further review.