

After-the-Fact Purchase Form

An After-the-Fact (ATF) purchase occurs when a department obtains goods and/or services from a supplier before the issuance of a compliant Purchase Order (PO) by a CSU Procurement buyer with requisite purchasing authority. An ATF purchase is **non-compliant**, violates USM policy, and puts both CSU and the supplier at risk. The department must complete this form to document the ATF purchase and request that CSU Procurement issues a PO.

| Section 1 – General Information | | | | | |
|--|--|-------------------------|-----------|-------------------|------|
| Department | | School or Major Unit | | Today's Date | |
| | | | | | |
| Section 2 – Purchase Description | | | | | |
| Name of Supplier | | Total Price of Purchase | | Date of Purchase* | |
| | | | | | |
| Description of Goods/Services | | | | | |
| | | | | | |
| *The earliest date goods were first provided and/or services first started | | | | | |
| Section 3 – Circumstances and Corrective Action | | | | | |
| Why was this purchase made before/without the issuance of purchase order? | | | | | |
| | | | | | |
| What actions will the department take to prevent future ATF purchases from occurring? | | | | | |
| | | | | | |
| Section 4 – Signatures (not to approve non-compliance, but to acknowledge that a non-compliant purchase has occurred) | | | | | |
| | | Name/Title | Email | Signature | Date |
| A | Person who made the purchase commitment | | | | |
| B | Person submitting form (if different from A) | | | | |
| C | Supervisor of person A | | | | |
| D | Department Head** | | | | |
| **Row D Signature required only if total price of purchase exceeded \$25,000 | | | | | |
| Section 5 – For Internal CSU Procurement Use Only | | | | | |
| | | Name | Signature | Date | |
| Director of Procurement | | | | | |
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