

AFTER-THE-FACT JUSTIFICATION FOR UNAUTHORIZED PURCHASES

This purchase was made without prior Purchase Order authorization. UC Berkeley requires additional justification supporting commitment of university funds for all After-The-Fact purchase requests*.

Instructions: Please complete and upload this document as in Internal Attachment within the BearBuy After-The-Fact Form.

BB Req/PO #: _____

1. Department understands their approval procurement delegations are limited to orders less than or equal to \$4,999.99 and they do not fall into any restricted categories or special considerations as documented on the Low Value Purchases website.	Yes	No
2. Write a justification explaining why the unauthorized procurement action was taken.		
3. Provide a statement showing how the department has demonstrated effort to ensure that the price is considered reasonable and the basis for making that determination.		
4. Please provide an explanation of the action taken to preclude any future unauthorized purchases.		

NOTE:

4. Department to assume all risks for unauthorized transactions related to liability due to gaps in coverage for: insurance, wages, data security breach and intellectual property rights.

5. The department head is required to sign the justification.

APPROVALS:	PRINTED NAME:	SIGNATURE APPROVAL:	DATE:
Dept Authorized Approver			
Unit Director			
Vice- Chancellor			