

# Business Operations Center Workflow Automation Application Unauthorized Purchase Form

Home

Forms

- Drafts List
- Human Resources >
- Business Operations** ▾
  - Unauthorized Purchases**
  - Funding Change Request
  - Check Requests
- Contracts and Grants >
- Risk and Safety Services >

## Unauthorized Purchase

- **ADD LINK TO WFA SYSTEM [wfa.ucanr.edu](http://wfa.ucanr.edu)**
- To Initiate/Submit a Form: Left menu -> select Business Operations -> Unauthorized Purchases
- To be used when a purchase was completed without following UC Davis and UC ANR policy.
- Unauthorized service without an approved UC business contract/purchase agreement
- Unauthorized purchase without an approved UC purchase order
- Emergency Purchase

### Page 1

- Enter Vendor Name, Amount and Date of Purchase.
- Enter Name of the Purchaser and Email. (Another staff member can submit this form for the purchaser)

**Unauthorized Purchases** Print ⓧ

### Purchase Information

Vendor Name*	Amount*	Date of Purchase or when services were performed
<input type="text"/>	<input type="text" value="\$"/>	<input type="text" value="mm/dd/yyyy"/>
Name of the Purchaser*	Purchaser Email*	
<input type="text"/>	<input type="text"/>	

**Page 2**

- Select the type of unauthorized purchase
- Enter item or service purchased
- Explain why the appropriate purchasing policy was not followed. Include detailed justification.
- Enter business purpose for the purchase.

## Unauthorized Purchases

Print ✕

### After-the-fact Purchase Information

Type of Unauthorized, After-the-fact Purchase\*

- Reimbursement for employee/volunteer out-of-pocket expenses \$500 or more per submission
- Unauthorized purchase without an approved UC purchase order
- Unauthorized service without an approved UC business contract
- Emergency purchase
- Others

Item or Service Purchased\*

Why was purchasing policy not followed? Provide Justification\*

Business Purpose

**Page 3**

- Select the steps for prevention and describe in detail what the department or unit will do to prevent future unauthorized purchases.
- Upload the invoice/receipt and all other backup documentation.
- Provide instruction of who needs to be paid (the vendor or the purchaser).

[Home](#) / [Business Operations](#) / [Unauthorized Purchases](#)

### Unauthorized Purchases Print ✕

- Purchase Information
- After-the-fact Purchase Information
- Steps for Prevention
- Submitter Declaration

#### Steps for Prevention

What steps has the department taken to prevent future Unauthorized Purchases?\*

- Limit future out-of-pocket purchases to less than \$499.99
- Identify steps you will take in the future to remain in compliance with UC policy
- Provide any other pertinent information

Please type the information here

Plan ahead of time. Submit a Request for Purchase Order for a blanket purchase agreement of printing services with Fed EX for a 2-3 year period. Include quote from vendor. Use approved PA # on each individual purchase

Based on the above information, I am attaching the original supporting invoice, receipt or documentation

 Drag and drop files or click here

I hereby request the University of California to\*

- Pay the vendor
- Reimburse me for this disbursement of personal monies

**Page 4**

- Enter submitter name, email and date.
- Select Department and Director.
- Select corresponding Financial Approver (UCCE: Su-Lin Shum, SWP: Joni Rippee, etc.)
- Select SUBMIT green button at the lower right hand corner of the page.

Print ✕

### Unauthorized Purchases

- Purchase Information
- After-the-fact Purchase Information
- Steps for Prevention
- **Submitter Declaration**

#### Submitter Declaration

Based on the information provided by the Purchaser, I declare under penalty of perjury under the laws of the State of California that the above statements are true and correct

<b>Submitter Name*</b>	<b>Submitter Email*</b>	<b>Submission Date*</b>
<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>

Select your Department and Financial Approver from the dropdown below:

<b>Department*</b>	<b>Director*</b>
<input type="text" value=""/>	<input type="text" value="Search more users"/>

**Financial Approval\***

### Approver Page

- To Approve a Form: Left menu -> select the Pending Approvals menu. Click View next to the form.
- Director reviews and approves. Enter Comments as needed.
- Financial Approver reviews and approves. Enter comments as needed.
- ANR Controller reviews and approves or rejects form.

Tasks By Me 24 This Month

Completed By Me 32 This Month

Pending Approvals 0 This Month

### Unauthorized Purchases

Kiran Maheshwarapu Print Close

Update Assignee

- Purchase Information
- After-the-fact Purchase Information
- Steps for Prevention
- Submitter Declaration
- Approvals

#### Approvals

Director Approver	Date
Sreedhar Mada	07-06-2021 14:15

Director Comments

Director approves this purchase

Financial Approver	Date
Kiran Maheshwarapu	07-06-2021 14:20

Financial Approval Comments

Controller Approver	Date
Kiran Maheshwarapu	

Controller Comments

Deny this form without resubmissions

✓ Initiator  
**Submitted**  
Kiran Maheshwarapu  
07-06-2021 14:12

✓ Director  
**Approved**  
Sreedhar Mada  
07-06-2021 14:15

✓ Financial Approval  
**Approved**  
Kiran Maheshwarapu  
07-06-2021 14:20

● Controller  
**In Progress**  
Kiran Maheshwarapu