

CHICAGO STATE UNIVERSITY

UNAUTHORIZED PURCHASE

This purchase has been determined by the purchasing department to be unauthorized: In order for us to process this purchase, the President, Provost, or the Vice President of Administration and Finance must approve. It is your responsibility to attach the unsigned form to your CSU-Buy requisition.

Vendor's Name

Invoice Number (s)

For Fiscal Year

Why did this action occur?

What steps have been put in place so this action will not occur again?

Supervisor signature

Date

President, Provost or Vice President of Administration and Finance signature

Date