Procurement Noncompliance Form

Document No:

Departm	nent: Department Head:	
Process:	When a department discovers that a purchase was made without following the Procurement Code, polici	es

Date:

Process: When a department discovers that a purchase was made without following the Procurement Code, policies and procedures, the Department Head, Dean, or Director or authorized designee must attach this form along with an approved invoice to a requisition or expense report totaid