

UNAUTHORIZED OR ILLEGAL PROCUREMENT

Dean / Director Acknowledgement

Procurement Description:

Contract Amount:

Vendor Name:

Date of Procurement:

PO Number:

☐ The acquisition was unauthorized but in compliance with the Consolidated Procurement Code.

☐ The acquisition was in violation of the Consolidated Procurement Code.

A. Facts and circumstances surrounding the improper act:

B. Corrective action taken or being taken to prevent recurrence:

I am aware that this transaction was an illegal or unauthorized procurement and did not comply with procurement policies of Winthrop University or the State Procurement Office. I acknowledge that it is my responsibility to ensure compliance with procurement policies in my department. I will take action to ensure that similar unauthorized or illegal procurements are not repeated.

Signature of Dean / Director & Date