



ACT 57 VIOLATION DOCUMENTATION FORM - COMMODITIES

The Purchasing Department has received a purchase requisition from you requesting that payment be issued to a vendor for commodities already delivered to the University. We cannot process any request to pay for products or commodities without having an authorized University purchase order in place prior to the items having been received and payment being issued.

As an instrumentality of the Commonwealth of Pennsylvania we must abide by all applicable state laws. The Commonwealth of Pennsylvania Procurement Code (Act 57) clearly states that only the Purchasing Department has the authority to procure supplies and service.

Our records indicate that a purchase order was not processed before your department had these items delivered. Because of this, the University is prohibited from issuing payment to the vendor since it would be a violation of the state purchasing policy.

Please complete the form below and obtain all the signatures needed as indicated. Upon receipt of the fully completed form, the Director of Purchasing will make the determination of how to proceed and the vendor will be notified accordingly.

NOTE: The VP/Provost signature MUST be obtained prior to sending to the Purchasing Department

Requestor

Department Name: _____
Contact Name: _____
Phone Extension: _____
Cost Center # for Purchase: _____
Date Items were ordered: _____

Vendor

Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____
Email Address: _____

TOTAL Cost of items: _____

Provide a detailed description of what items were purchased, the date delivered, when it was known that the item(s) was needed, and why a requisition was not submitted before the vendor was requested to deliver the item(s) in question.

If you have any questions or concerns regarding this matter please feel free to contact the Purchasing Department. In order to prevent this situation from reoccurring in the future, please remember to process a requisition on SAP **before the commodity is needed**. If you have any questions regarding specific requirements for processing requisitions for commodities, please feel free to contact any member of the Purchasing Department or visit our webpage for detailed information on the rules and regulations governing out procurement process.

SIGNATURES:

Requisitioner: _____

Date: _____

Department Chair: _____

Date: _____

Dean: _____

Date: _____

Vice President: _____

Date: _____

Purchasing Manager: _____

Date: _____