



ACT 57 VIOLATION DOCUMENTATION FORM

The Purchasing Department is in receipt of a purchase requisition from you requesting that payment be issued to a vendor for services they rendered to the University. We can not process any request to pay for services without having a fully executed Kutztown University Service Purchase Contract.

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 we must have a fully executed service contract in place prior to the service being rendered and for the payment to be issued.

Our records indicate that a service contract was never processed and it appears that the the vendor in question already performed this service. Because of this, the University is prohibited from issuing payment to the vendor since it would be a violation of a state purchasing policy.

Please complete the form below and forward it through to all the signatories 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 PURCHASING

Name Of Requestor:	Vendor Contact Information:
Department Name:	Name:
Department Contact Name:	Address:
Phone Extension:	City, State, Zip:
Cost Center # for Purchase:	Phone Number:
Date Service(s) were performed:	E-mail Address:

Cost of Service:

Provide a detailed description of what service was performed, the date performed, when it was known that the service was needed, and why a requisition was not submitted before the contractor performed the service.

If you have any questions or concerns regarding this matter please feel free to contact Purchasing. In order to prevent this situation from reoccurring in the future, please remember to process a requisition on SAP **before the service is needed**. If you have any questions regarding any questions regarding specific requirements for processing requisitions for service, please feel free to visit the Purchasing Department web page for detailed information on the rules and regulations governing our procurement processes and step-by-step guidelines for how to input a requisition to purchase a service.



SIGNATURES:

Requisitioner: _____	Date: _____
Department Chair: _____	Date: _____
Dean: _____	Date: _____
Vice President: _____	Date: _____
Purchasing Manager _____	Date: _____