

# Procurement Noncompliance Form

<b>Date:</b>	<b>Document No:</b>	
<b>Department:</b>	<b>Department Head:</b>	
<p><b>Process:</b> 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 <b>attach this form along with an approved invoice to a requisition or expense report</b> to request approval of the improper purchase from Procurement Services. <b>Noncompliance approval is granted as a one-time exception in order to facilitate payment to the supplier for goods/services rendered.</b></p>		
<p><b>1) Explain the circumstances surrounding the purchase and the reason procedures were not followed.</b></p>   		
<p><b>2) Describe corrective action measures implemented to prevent recurrence.</b></p>   		
<p><b>3) Advise if supplier is unwilling to accept the return of goods, or if items have been already used or disbursed.</b></p>  		
<p>I hereby declare the information herein to be true and accurate to the best of my knowledge. I understand any false or misleading information may be considered a violation under the Higher Education Procurement Code and can subject me to prosecution and penalty under Louisiana Revised Statute 39:1679.</p>		
Purchaser Name	Signature	
Telephone Number	Email Address	Date
Department Head Signature		Date
<p><b>If approved, a purchase order will be issued or email approval will be sent to Accounts Payable &amp; Travel to reconcile expense report. If it is not approved, the requisition will be returned, or an email will be sent to the department instructing purchase is to be paid with non-University Funds.</b></p> <p><b>REPEAT VIOLATIONS MAY CAUSE LOSS OF PROCUREMENT PRIVILEGES.</b></p>		