

**After-The-Fact Purchase Authorization Form (as of June 15, 2011)**

*Please attach this form to the requisition*

If you previously initiated a transaction that created an after-the-fact supplier invoice, it must be processed via the 'After-the-Fact (ATF) Purchase Authorization' Form.

An After-The-Fact purchase occurs when a department makes a purchase before a purchase order number is issued. For example, authorizing a vendor to begin work before the Purchasing Division issues a purchase order. Similarly, obtaining goods or services on credit and subsequently submitting the invoice to accounts payable is an ATF. All ATFs, regardless of the dollar amount, present problems for the Purchasing Division, Accounts Payable, vendors, and end-users.

In many cases, these transactions:

- \* Place the City at financial and credit risk and result in higher than necessary cost paid for products and services.
- \* Create unnecessary administrative efforts
- \* Bypass City encumbrance requirements
- \* Violate procurement polices and procedures

When an ATF purchase has been identified, the managing supervisor that made the unauthorized purchase shall complete this form.

Please provide detailed statement explaining the circumstances surrounding this ATF purchase.

What corrective steps have taken to avoid repetition of future ATF's?

Any corrective action with the responsible managing supervisor?

Vendor Name:

Amount of Purchase: \$

Purchase Date:

***I understand that all City purchases require pre-approval and need to be purchased utilizing City policies and procedures.***

**Supervisor Name**

**Signature**

**Title**

**Department Director authorizing After-The-Fact Purchase**

**Name**

**Signature**

**Date**