

UC Berkeley, Supply Chain Management

After-The-Fact Justification for Unauthorized Purchases

This purchase was made without prior Purchase Order authorization. UC Berkeley requires additional justification supporting commitment of university funds for all After-The-Fact purchase requests.*

Instructions: Please complete and upload this document as an Internal Attachment within BearBuy After-The-Fact Form. Requisition/PO Number:

1. Confirm that the department understands their approved procurement delegations are limited to orders ≤\$4999.99 and do not fall into any restricted categories or special considerations as documented on the [Low Value Purchases](#) website. Yes No

2. Describe that the department demonstrated effort to ensure that the price paid would be considered reasonable.

3. Describe that the department has taken the necessary steps to preclude any future unauthorized purchases.

4. Department to assume risks for unauthorized transactions related to liability due to gaps in coverage for; insurance, wages, data security breach and intellectual property rights.

5. The department head is required to sign the justification.

Department Name:

Unit Director Printed Name:

Unit Director Signature (Submitter):

Date:

Dean or VC Printed Name:

Dean or VC Signature (Approval):

Date:

*Please refer to the relevant policy [BFB-BUS-43 Materiel Management](#), Part III, Section G