



Confirming Order Justification Form

Account #:

I, , Declare that:

I disbursed my personal monies and/or made an unauthorized purchase on behalf of The Regents of the University of California as follows:

Date: _____

Amount Paid: _____

Vendor Name: _____

Vendor Address: _____

Description of the supplies or services purchased:

Purpose for which the supplies or services were purchased:

What steps has the department taken to prevent repetition of unauthorized purchases in the future?

Based on the foregoing declaration I am attaching the original supporting documentation (invoice or receipt indicating paid) and hereby request that The Regents of the University of California:

Pay the vendor OR

Reimburse me for this disbursement of my personal monies.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Declarant

Date

Signature of Dept. Head

(For unauthorized purchases up to \$500, including tax and shipping, and compliant with P&PM 350-21)

Date

Signature of Dean/Vice Chancellor or Designee

(If purchase is not compliant with P&PM 350-21 and/or is greater than \$500)

Date