**AFTER-THE-FACT JUSTIFICATION**

**PURCHASE OF SERVICES/COMMODITIES**

**FLORIDA A&M UNIVERSITY**

INSTRUCTIONS: This form is required when a Department acquires services/commodities prior to the date of execution of a purchase order or contract document. Without this for certification, a payment cannot be made. *ATTACH THIS FORM TO THE PROPOSAL OR INVOICE AND SUBMIT IT TO THE OFFICE OF PROCUREMENT.*

TO: Office of Procurement Services

FROM: Click here to enter text. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VP, Dean, Chairperson or Director *Signature and Date*

Department Name: Click here to enter text.

SUBJECT: JUSTIFICATION FOR RETROACTIVE PAYMENT

REQUISITION #: Click here to enter text.

PURCHASE ORDER #: Click here to enter text.

CONTRACT #: Click here to enter text.

I hereby request payment for the following:

VENDOR: Click here to enter text.

INVOICE #: Click here to enter text.INVOICE DATE: Click here to enter a date.

INVOICE AMOUNT: $ Click here to enter text.

BACKGROUND – State the reason(s) why a purchase order/contract was not executed prior to acquiring the service/commodities.

Click here to enter text.

JUSTIFICATION - Justify why the payment should be made to the vendor.

Click here to enter text.

CORRECTIVE ACTION – State what management is doing within your college/school/department/office to prevent reoccurrence and ensure compliance with University policies and procedures.

Click here to enter text.