



**Non-Compliant Order Explanation**

Agency purchasing procedures require that goods and services over \$10,000 be processed and ordered by the purchasing department. The department/unit trained unit purchasers are authorized to procure goods and services for \$10,000 and less. Purchasing Cardholders are authorized to use their card to purchase from vendors under preauthorized spending levels less than \$10,000. This is in accordance with Texas A&M AgriLife Purchasing guidelines (<http://agrifileas.tamu.edu/documents/purchasing-guidelines.pdf>), TAMUS Ethics Policy 07.01.2.4 as well as the expressed written delegation of authority per the agency's chart of contracting authority.

Because this purchase did not follow the purchasing guidelines it may be a financial or operational audit issue. I am requesting your support and assurances that action is being taken to prevent future issues. Purchasing tracks non-compliant purchases and continued non-compliance issues may result in limitation of your department's purchasing delegation. Please complete the following information:

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Department:** \_\_\_\_\_ **Requisition Number:** \_\_\_\_\_  
**Vendor:** \_\_\_\_\_ **Amount:** \_\_\_\_\_

**Description of goods/services purchased:** \_\_\_\_\_  
\_\_\_\_\_

**Explanation for the unauthorized obligation:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Explanation of steps taken to avoid recurrence:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signed By:**

\_\_\_\_\_  
(Employee responsible for the obligation)

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Typed or Printed Name:

\_\_\_\_\_  
Typed or Printed Name:

**Approved for processing FAMIS purchase order for payment only by:**

\_\_\_\_\_  
Dee Ann Schneider  
Director of Purchasing and HUB

\_\_\_\_\_  
Debra Cummings/Donna Alexander  
Asst. Director for Fiscal Services