What is an Unauthorized Purchase?

**Definition:** An Unauthorized Purchase occurs when a UW department (other than Procurement Services) enters into a contract with an outside entity for $10,000 or more. Unauthorized purchases must be reviewed by a Procurement Services Buyer to determine whether the purchase conforms to all applicable laws, regulations, and/or University policies.

- Please visit the [Purchasing Policies and Procedures Manual Section 7.2](#) for information relating to Unauthorized Purchases.

  ✤ **Please Note:** If your department has received written approval from Procurement Services to use the Non-PO process for invoices over 10K, then adding a Buyer as a first approver and following the steps in this guide are not required. **Example: City light bill**

If you have an invoice that is over $10K (excluding freight & taxes), then before submitting the request in either the comments or attachments section, you must include one of the following:

- The name of the Procurement Services Buyer who provided authorization for the purchase
- If prior approval from a Buyer was **not** obtained, an explanation **must** be provided as to why a Buyer was not consulted with before the order was placed with the supplier

When using the Non-PO process for an invoice over 10K, check to make sure the total dollar amount of all line items combined on the invoice (excluding freight and taxes) equals 10K or above.

**Invoice Example:**

<table>
<thead>
<tr>
<th>Line item 1: widget</th>
<th>$6,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line item 2: bracket</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>Freight charges:</td>
<td>$200.00</td>
</tr>
<tr>
<td>Taxes:</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>Grand Total:</strong></td>
<td><strong>$13,000.00</strong></td>
</tr>
</tbody>
</table>

All line items on the invoice (excluding freight and taxes) equals 10K or above.
ADDING A BUYER AS THE FIRST APPROVER

If you do not have written approval from Procurement Services to use the Non-PO process for invoices over 10K, follow the steps below.

1. Go to the UW Procurement Services homepage, then click Contact Us under About Procurement Services, located on the bottom left in the Navigation panel. Scroll to the bottom of the page and click on UW Central Office Buyers and their Commodities.

The page displays the Commodity Breakdown by Buyer. Choose a Buyer from the list with the commodity that best relates to the commodity listed on your invoice.

Continued on the next page.
2. Go to the **Summary** screen and click on **Approval Flow**.

3. Then click **Add Approver**.
4. Once you have determined which Buyer will review your invoice from step 1 on page 2 of this guide, you can search for them in the Add approver to approval flow field.

- Next, click the Approver button in the Add this approver as field.
- Next, provide a reason as to why a Buyer is being added as the first approver. In this case, it’s because the invoice exceeds 10K and requires Buyer review and approval.
- Then, click the Add approver to the approval flow, as the first approver button and then click OK.

5. The Buyer will now be shown as the first approver. Before clicking Submit, make sure you have followed steps 6 through 8 in this guide.

Continued on the next page.
6. Since this request is over 10K, it is **required** to provide additional information to a Procurement Services Buyer explaining why this purchase was critical and did not follow required Purchasing policies based on the funding source.

- Any purchase that warrants a sole source justification, or purchases made under a contract, must be reviewed by a Buyer prior to the order being placed to the supplier to ensure that the information is valid, current and in accordance with UW Purchasing Policies and Procedures. For these types of purchases the proper Ariba module must be used:

  - Please visit the Ariba [Non-Catalog Ordering](#) and [Blanket Purchase Order (BPO)](#) links for more information about these buying modules.

7. Written justification **must** be provided to a Buyer for review when you submit an invoice over $10K. There are two options for providing this information:

  - In the **Comments** section
  - By providing supporting documentation in the **Attachments** section

8. Attach a copy of the invoice.

9. Click **Submit**.

**Important:**
Your Non-PO Invoice request will be denied if you have not included the additional documentation described in this guide.