University of Idaho

**Request for “After the Fact" Services Payment**

Unauthorized services require the signature of the college Fiscal Officer and Dean/Department Head. Unauthorized services include the following:

* Services performed without an approved and fully executed contract.
* Services performed where proper policies and procedures were not followed.



**Instructions:** Please complete the information below, obtain the necessary signatures, and forward to [purchasing@uidaho.edu](mailto:purchasing@uidaho.edu) for approval.

# DEPARTMENT:

**EMPLOYEE PURCHASING THE SERVICES:**

**PHONE:** **EMAIL:**

# EMPLOYEE PREPARING THE PAYMENT REQUEST:

**PHONE:** **EMAIL:**

# SERVICE DATE(s): INVOICE DATE:

**COST:**

# DESCRIPTION OF

# SERVICES/VENDOR NAME:

**JUSTIFICATION FOR DEVIATION FROM POLICY:**

**CONTINUED**

**MITIGATION PLAN TO ENSURE CORRECTION IN THE FUTURE:**



**SIGNATURES:**

**PURCHASER: PREPARER:**

Signature Signature

Name: Name:

Title: Title:

Date: Date:

# FISCAL OFFICER: DEAN/DEPARTMENT HEAD

Signature Signature

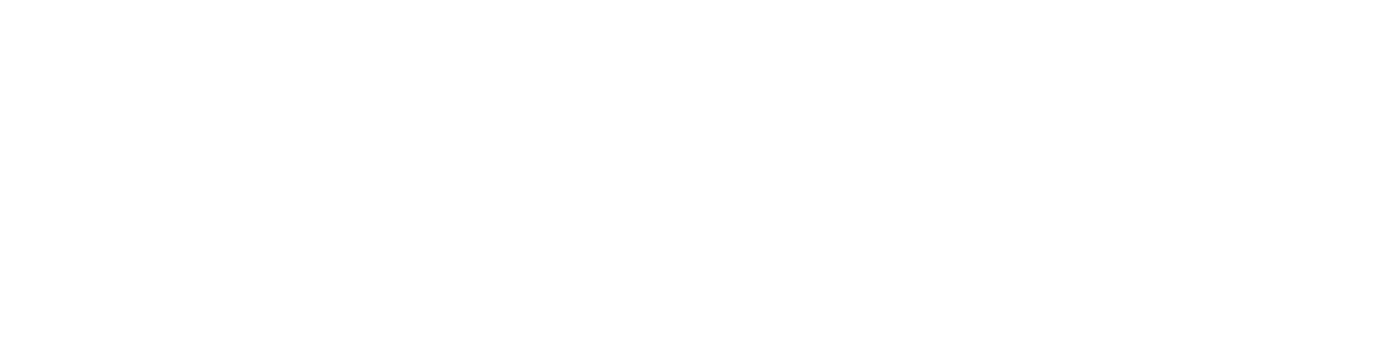
Name: Name:

Title: Title:

Date: Date:



# FOR PURCHASING USE ONLY



Approved:

Date:

Returned for Additional Information:

Date:

Date:

Director, Contracts & Purchasing Services