

Administration and Finance

Operations Detail: STRATEGIC SOURCING & SUPPORT SERVICES - 01

STRATEGIC SOURCING AND SUPPORT SERVICES | PROCUREMENT SERVICES

Unauthorized Purchase Approval Request (UPAR)

December 2022

1.0 PURPOSE

The purpose of this operations detail is to provide information and guidance to CPP faculty and staff regarding the use and applicability of Unauthorized Purchase Approval Requests (UPAR).

2.0 BACKGROUND

Purchasing goods or services without an authorized University Purchase Order or Contract is a violation of California State Law and California State University Policy. Unauthorized purchases, if left unchecked, could potentially expose the University, as well as the CSU, to easily preventable liability (i.e. a department commencing services **prior** to the issuance of the required Certificates of Insurance).

3.0 OVERVIEW

Only delegated University Personnel may issue University Purchase Orders or sign Contracts that obligate CPP either financially or in non-financial (i.e. legally binding) commitments.

Deliberate action leading to an Unauthorized Purchase(s) can be considered a personal obligation of the individual who made the purchase, as opposed to an obligation of CPP.

4.0 CITATIONS

[CA Code, Education Code § 89036 , Powers of the Trustees](#)

[CA Code, Public Contract Code §10335](#)

[CA Code, Public Contract Code § 12100.5, Acquisition of Information Technology Goods and Services](#)

[CA Code, Public Contract Code § 12120, Acquisition of Telecommunications Goods and Services](#)

[CSU Contracts and Procurement Policy](#)

[Delegation of Authority for Contracts and Procurement, CPP Memorandum \(Dated 05/25/2022\)](#)

5.0 PROCEDURES

The UPAR form should be submitted under the following circumstances:

1. A campus department is requesting a University Purchase Order **after** goods have been received and/or services rendered.
2. A request for payment has been submitted without first obtaining an Agreement or University Purchase Order.

The UPAR form can be accessed on the [Procurement Services website](#) under the “Forms” ribbon. An example of the form can also be viewed in the [Appendix](#).

The Campus Requesting Department shall attach proof of delivery or services performed which may be in the form of a packing slip, freight bill, or invoice. The Requesting Department may attach additional sheets and supporting documentation, as necessary.

All information on the UPAR must be provided by the Campus Requesting Department, including the steps taken to avoid submitting future unauthorized purchase approval requests.

Detailed information is required before issuance of a University Purchase Order, or Payment will be considered. Responses should be thorough, or the UPAR may be returned for more information.

REQUIRED INFORMATION:

The Campus Department making the approval request must provide the following information on their UPAR form:

1. Requestor Information (top portion of UPAR)

Date: <u>12/20/2022</u>	Vendor: <u>Cal Poly Pomona Hospital</u>
Total: <u>\$ 2,339.21</u>	Vendor Contact: <u>Joe Poly, (111) 111-1111</u>

2. Information as to:

- The reason why CSU procurement policy was not followed.
- Detailed facts regarding the situation.
- Have you submitted a similar request in the previous 30 days?
- The steps taken to avoid another request for approval of payment by the University in the same or similar situation.

3. Funding Source for University Purchase Order Issuance (if UPAR is approved)

ChartField to be Charged:	Account	Fund	Dept Id	Program	Class	Project
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4. University Authorizations

Authorized by: 	Print Name: _____
* Signature of the authorized account signatory	
Dept Signature: 	Date: _____
* Signature of the appropriate Divisional Vice President is required	
Print Name: _____	Ext. _____

***Important Note: The signature of the appropriate Divisional Vice President is required on all UPARS and may not be delegated.**

SUBMITTAL INSTRUCTIONS:

Submit the completed UPAR and all supporting documentation through the [Procurement Smartsheet Intake Form](#), unless instructed otherwise.

Submission of the complete form and supporting documentation to Procurement Services does not guarantee that a Purchase Order will be issued to Accounts Payable for processing.

Submission of a UPAR is a request for issuance of a University Purchase Order for an already received good or service. Upon issuance, the department must forward the Purchase Order with the invoice to Accounts Payable (AP) for payment processing. This procedure is in alignment with [CSU's Contracts and Procurement Policy](#), which prohibits payment processing without a valid PO and reinforces accountability under [Public Contract Code §10335](#). If the UPAR is approved, it may take at least five (5) weeks from the date Procurement Services receives it for a Purchase Order to be issued and for AP to process the payment.

If approved, a “UP” Purchase Order number will be issued by Procurement Services and provided to the Requesting Campus Department. Once issued, the UPAR package, along with the “UP” Purchase Order number clearly documented on the invoice, should be routed to Accounts Payable at cpp-ap@cpp.edu to move forward with payment processing. It is the Requesting Campus Departments responsibility to submit the payment request documentation to Accounts Payable for payment processing.

6.0 DEFINITIONS

Unauthorized Purchase

An unauthorized purchase is one where a purchase is made on behalf of the University without the appropriate approvals being secured first (**prior** to services being rendered or commodities being delivered for University use). Unauthorized purchases are those purchases that take place without prior Departmental approval and a University-Approved Purchase Order.

7.0 CONTACTS

This operations detail is owned, administered, interpreted, and revised as necessary by the Department of [Strategic Sourcing and Support Services](#).

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8.0 REVISION TRACKING

Revision History

Revision Date	Revised by	Summary of Revision	Section(s) Revised
7/8/2022	Sergio Rodriguez	New Document	All
12/20/2022	Stephanie I. Fan	Revision	All
11/28/23	Natalie Schroeder	Revised for concision & clarity	All
05/21/2025	Sergio Rodriguez	Revision based on VP comments	5

Review/Approval History

Approval Date	Approved by	Summary of Approval	Section(s) Approved
8/2/2022	Michelle Cardona	Initial Draft	All
10/18/2022	Ysabel Trinidad	Initial Draft	All
1/10/2024	Sergio Rodriguez	Revised Draft	All
9/06/2024	Jason Rodriguez	Revised Draft	All
04/18/2025	Michelle Cardona	Reviewed w/Comments	All
06/13/2025	Michelle Cardona	Reviewed & Approved	All

9.0 APPENDIX

UPAR Form Example

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Unauthorized Purchase Approval Request

Procurement Services

Date: _____ Department: _____

Total: _____ Requester/Ext: _____

Purchases for goods or services made without an authorized purchase order or contract signed by Procurement Services, is a violation of State law and CSU policy. Such unauthorized purchases can be considered a personal obligation of the individual who made the purchase as opposed to an obligation of the University. Submission of this request does not guarantee approval of payment and submittal may be outright rejected. If approved, payment may take up to Five (5) weeks to process from the date received by Procurement Services.

The following information is required before payment will be considered. Attach proof of delivery or services performed which may be in the form of a packing slip, freight bill, or invoice.

1. The reason why CSU procurement policy was not followed:

2. The detailed facts regarding this situation:

3. Have you submitted a similar request in the previous 30 days? **No** If so, how many? _____

4. The steps taken to avoid another request for approval of payment by the University in the same or similar situation:

ChartField to be Charged:

Authorized by: Print Name:

* Signature of the authorized account signatory

Dept Signature: Date:

* Signature of the appropriate Divisional Vice President is required

Print Name: Ext.

PROCUREMENT SERVICES USE ONLY

APPROVED BY: APPROVAL DATE:

Submit to Procurement Services | Questions: procurement@cpp.edu | Rev. 05/2022