

After-the-Fact Purchase Form

An After-the-Fact (ATF) purchase occurs when a department obtains goods and/or services from a supplier before the issuance of a compliant Purchase Order (PO) by a SSAS buyer with requisite purchasing authority. An ATF purchase is **non-compliant**, violates UMB policy, and puts both UMB and the supplier at risk. The department must complete this form to document the ATF purchase and request that SSAS issues a PO.

Section 1 – General Information				
Department	School or Major Unit		Today's Date	
Section 2 – Purchase Description				
Name of Supplier	Total Price of Purchase		Date of Purchase*	
Description of Goods/Services				
*The earliest date goods were first provided and/or services first started				
Section 3 – Circumstances and Corrective Action				
Why was this purchase made before/without the issuance of purchase order?				
What actions will the department take to prevent future ATF purchases from occurring?				
Section 4 – Signatures (not to approve non-compliance, but to acknowledge that a non-compliant purchase has occurred)				
	Name/Title	Email	Signature	Date
A	Person who made the purchase commitment			
B	Person submitting form (if different from A)			
C	Supervisor of person A			
D	A-Dean Admin/Finance, School Controller or Major Unit VP**			
**Row D Signature required only if total price of purchase exceeded \$50,000				
Section 5 – For Internal SSAS Use Only				
	Name	Signature	Date	
Buyer for ATFs less than \$5K				
Assoc. Dir. for ATFs \$5K to \$50K				
Asst. VP for ATFs greater than \$50K				

After completing Sections 1-4, attach signed form to the Quantum purchase requisition.