

Requestor _____ Title _____

Department _____ College/Area _____

VENDOR INFORMATION

Purchase Date _____ Amount _____

Vendor/Contractor Name _____

Commodity or Service Provided _____

REQUIRED JUSTIFICATION

Requestor must complete a justification for not soliciting a competitive price quotation or utilizing an appropriate purchase method as described below. (Attach additional pages if needed.)

The following are authorized methods of procurement of goods and services, under the delegation to the President:

Direct Pay: Campus personnel, with approval from their manager, can directly purchase selected goods or services, where Purchasing & Contract Administration adds little or no value to the transaction. The list of eligible direct pay transactions and procedures is located on the University's [Procurement & Payments](#) website.

Purchase Order: All other requests for goods and services must be handled via a purchase order. Department must submit a requisition to the CSUN Foundation. The Foundation will process a purchase order to the vendor which authorizes the goods to be shipped or the services to be performed. Departments are not authorized to commit the University or the Foundation to purchase goods and services.

AUTHORIZED SIGNATURES

CERTIFICATION: I hereby certify that I have read and understand the authorized methods of procurement of goods and services as stated above. I understand that I may not be reimbursed for unauthorized purchases.

Fund Manager	Signature	Date
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Financial Approver	Signature	Date
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Dean/VP	Signature	Date
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Foundation Chief Financial Officer	Signature	Date
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>