



Unauthorized Purchase / After-the-Fact (ATF) Requisition

Tallahassee State College (TSC) policy requires a Purchase Order (P.O.) before goods and services are ordered. After The Fact (ATF) requisitions subject the College to potential audit findings and require explanation by the department.

Instructions:

1. Complete the form below with all required signatures and attach to the Purchase requisition. Please reach out to the Procurement Department with any questions.
2. Complete a separate After-the-Fact Requisition form for each requisition.

Requisition No.:		Total Amount:	
Vendor Name:		Vendor No.:	
Invoice Date:		Invoice No.:	
Received Date:		Campus Name:	
Description of goods or services ordered:			
Name and title of person who ordered the goods or services in the absence of a P.O. or P-Card:			
Explanation of why goods or services were ordered in the absence of a P.O. or P-Card:			

Requester Name	Signature:	Date:
Vice President Name:	Signature:	Date:

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