After-the-Fact (Unauthorized) Purchases in CSUBuy P2P

Important: Purchases Must Not Be Made Prior to Approval

Departments must not commit the University to purchases prior to an approved requisition and issued Purchase Order.

After-the-fact purchases are considered policy exceptions and require additional review, documentation, and approval.

Do Not Use the "Unauthorized Purchase Request" Form

The global "Unauthorized Purchase Request" form in CSUBuy must **not** be used at Sacramento State.

Use of this form bypasses required compliance workflows (IT review, Independent Contractor review, Facilities, Hospitality, etc.) and will result in the requisition being rejected.

All after-the-fact purchases must be submitted using the correct requisition form based on the category of purchase.

Required Submission Process

1. Select the Correct Requisition Form from the Shopping Home Page

Use the appropriate request form that matches the type of purchase:

- IT Hardware Request
- IT Software Request
- Independent Contractor Request
- Hospitality (Non-Travel) Request
- Goods & Services Request (if none of the above apply)

This ensures the requisition routes through all required compliance and approval workflows.

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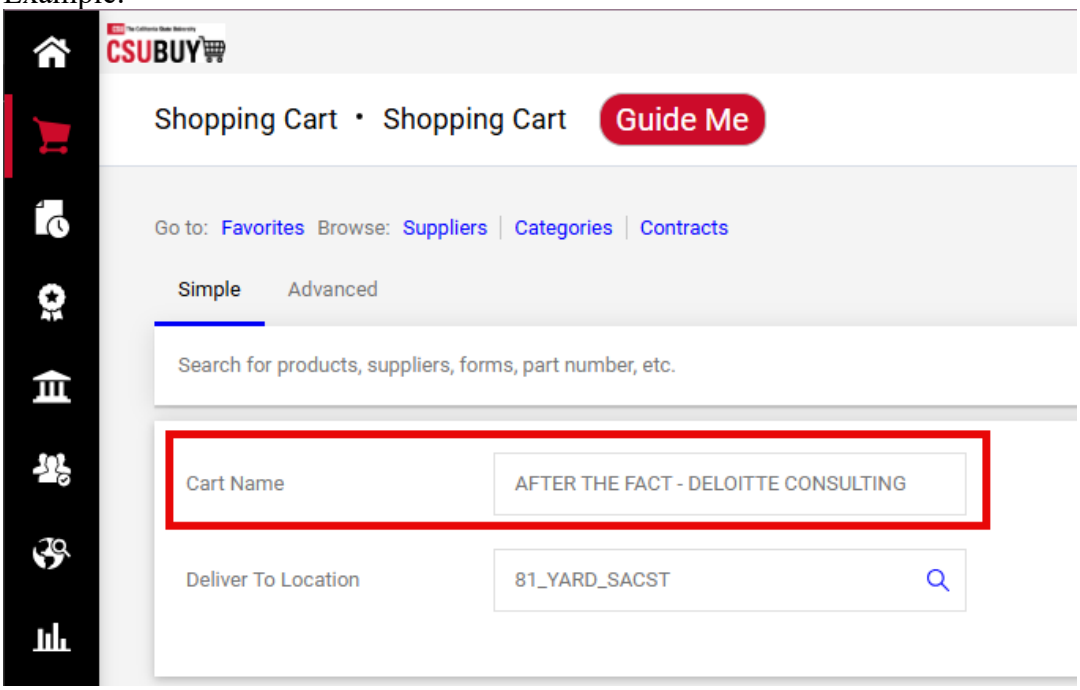
2. Clearly Identify the Request as "AFTER THE FACT"

Because the system does not have a dedicated field to identify after-the-fact purchases, you must manually flag the requisition accordingly.

In the requisition, include **"AFTER THE FACT"** in:

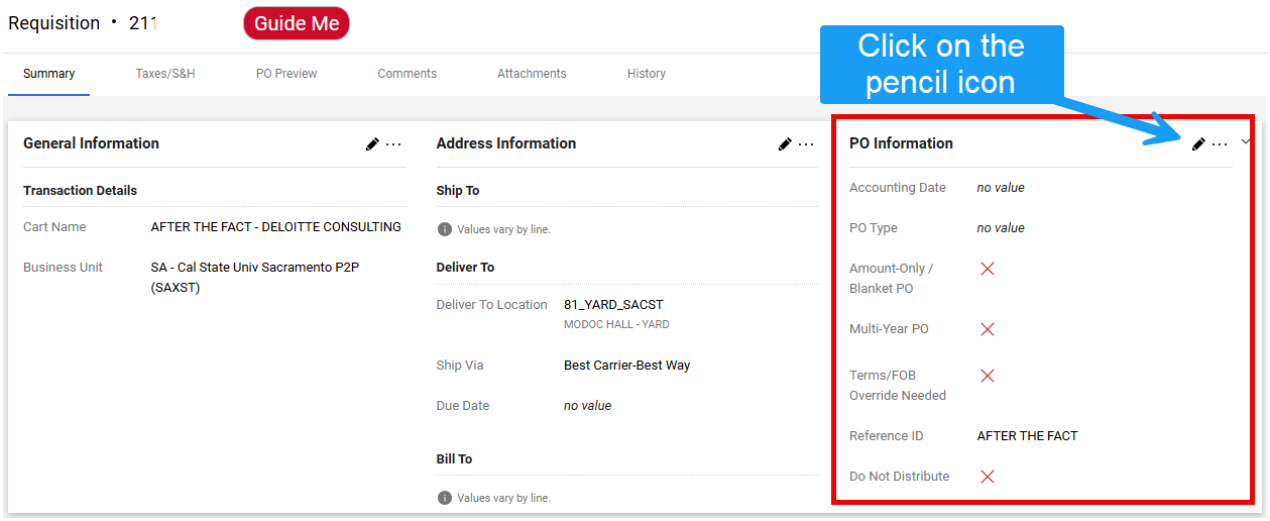
- The Cart Name

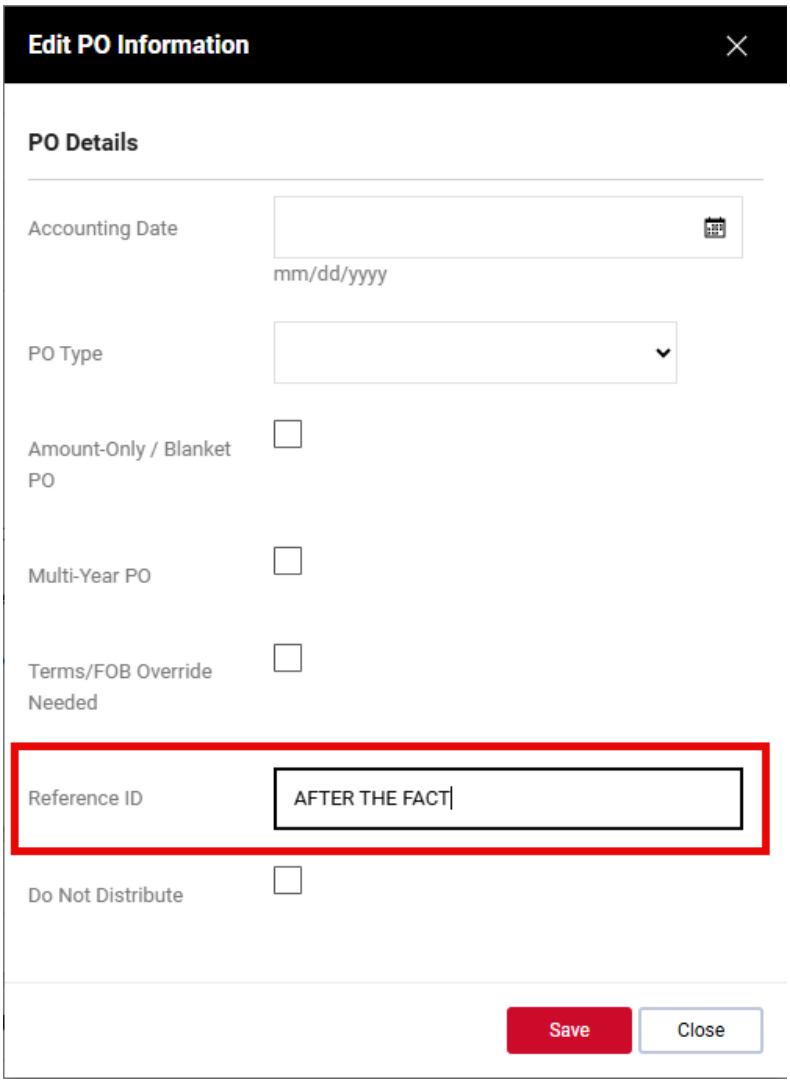
  Example:



and

- The PO Information – Reference ID field





Failure to clearly identify the requisition may delay processing.

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3. Attach a Required Justification Memo

A justification memo is mandatory and must include:

- Explanation of why the purchase occurred outside of the procurement process
- Acknowledgment that proper procurement procedures were not followed
- A corrective action plan to prevent recurrence

Attach all supporting documentation (invoice, quote, correspondence, etc.) as applicable.

Requisitions submitted without sufficient documentation will be returned.

What to Expect During Workflow Routing

- Once the requisition reaches Procurement, the buyer will review the justification memo for sufficiency
- If justification is incomplete or insufficient, the requisition will be returned
- The buyer will toggle the "**Do Not Distribute**" setting to prevent the PO from being sent to the supplier (to avoid duplication of goods/services already received).
- After-the-fact purchases may result in delayed payment while required reviews are completed.

Repeated after-the-fact purchases may be escalated to divisional leadership.

Key Reminders

- After-the-fact purchases are exceptions and must not become routine.
- The procurement process exists to ensure compliance with CSU policy, accessibility standards, risk management, and fiscal controls.
- Departments are responsible for following established procurement procedures and initiating requisitions prior to making commitments to suppliers.
- Repeated unauthorized purchases may result in additional review, monitoring, or corrective action.