



Non-Conforming Purchase Justification Form Guide

FIU Procurement Policy II.4.2. FIU entities are not authorized to place orders directly with suppliers for goods or services for which a purchase order (PO) is required. When an invoice has been received for goods and/or services and a PO has not been issued and payment cannot be made with a PCard or is not an allowable unencumbered payment purchase, then a Non-Conforming Purchase Justification Form must be completed.

The Non-Conforming Purchase Justification Form:

<https://imagenowweb.fiu.edu/imagenowforms/fs?form=Non-ConformingPurchaseJustificationForm>

1. Enter the **Panther ID** of the Non-Conformer.

Non-Conforming Purchase Justification Form

FIU Procurement Policy II.4.2. FIU entities are not authorized to place orders directly with suppliers for goods or services for which a purchase order (PO) is required. When an invoice has been received for goods and/or services and a PO has not been issued and payment cannot be made with a PCard or is not an allowable unencumbered payment purchase, then a Non-Conforming Purchase Justification Form must be completed.

General Information

Non-Conformer's Panther ID: <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Panther ID"/>	Non-Conformer's Name: <input style="width: 90%; border: 1px solid #ccc;" type="text"/>	Non-Conformer's Title: <input style="width: 90%; border: 1px solid #ccc;" type="text"/>
Purchase Date: <input style="width: 90%; border: 1px solid #ccc;" type="text" value="mm/dd/yyyy"/>	Received Date: <input style="width: 90%; border: 1px solid #ccc;" type="text" value="mm/dd/yyyy"/>	Amount to be Paid: <input style="width: 90%; border: 1px solid #ccc;" type="text" value="\$ \$0.00"/>

2. Select Purchase Date.

General Information

Non-Conformer's Panther ID: Non-Conformer's Name: Non-Conformer's Title:

Purchase Date: Received Date: Amount to be Paid:

: July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

3. Select Received Date.

General Information

Non-Conformer's Panther ID: Non-Conformer's Name: Non-Conformer's Title:

Purchase Date: Received Date: Amount to be Paid:

: July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Account Information

Supplier Information

Purchase Details

4. Enter the Amount to be Paid.

General Information Completed

Non-Conformer's Panther ID: Non-Conformer's Name: Non-Conformer's Title:

Purchase Date: Received Date: Amount to be Paid:

- Enter the **Project ID** or/and **Activity #**. (Select the Project ID or/and Activity # from the drop down menu)

Account Information

I, Mr. Roary (1234567) . attest that I authorized/requested the purchase/contract for goods/services on behalf of FIU Board of Trustees as follows:

Department ID: Department Name: Department Phone:

Project ID: Project Description: Fund:

#	Activity Number	Activity Description	Amount Assessed
1	<input type="text" value="Activity Number"/>	<input type="text" value="Description"/>	<input type="text" value="\$500.00"/>

Account Information

I, Mr. Roary (1234567) , attest that I authorized/requested the purchase/contract for goods/services on behalf of FIU Board of Trustees as follows:

Department ID: Department Name: Department Phone:

Project ID: Project Description: Fund:

#	Activity Number	Activity Description	Amount Assessed
1	<input type="text" value="Select one..."/>	<input type="text" value="Description"/>	<input type="text" value="\$500.00"/>

- Enter the **Supplier Information**.

Supplier Information Completed

Supplier ID: Supplier Name:

You can enter the Supplier ID or search the Supplier by name. (Select the **Supplier Name** from the drop down menu) NOTE: If Supplier ID is entered, it must start with "00000"

Supplier Information

Supplier ID: Supplier Name:

Supplier Information

Supplier ID: Supplier Name:

Supplier Information

Supplier ID: Supplier Name:

Purchase Details

Approvals Section

Non-Conformer

- FLORIDA DEPT OF CHILDREN AND FAMILIES 0000014713
- FLORIDA A AND M UNIVERSITY 0000028272
- FLORIDA ACADEMY OF FAMILY PHYSICIANS 0000035100
- FLORIDA ACADEMY OF PHYSICIAN ASSISTANTS 0000040817
- FLORIDA AGENCY FOR HEALTH CARE 0000039117
- FLORIDA AGRICULTURAL AND MECHANICAL UNIV 0000001636
- FLORIDA ANNUAL CONFERENCE OF THE UNITED 0000019432

7. Enter the **Purchase Details**. (Description, Explanation and Prevention)

Purchase Details

Description and purpose of the goods or services purchased/contracted, include if this is Other Capital Outlay, equipment >\$5k (OCO):

Explanation of why this non-conforming order was placed prior to a valid PO/contract being issued:

Explanation of what steps the department has taken to prevent non-conforming purchases in the future:

8. Attach supporting documents, invoice or receipt of payment. Click **Attachments** to upload.

Approvals Section

Non-Conformer

Based on the forgoing declaration I, Mr Roary , am attaching the original supporting documentation (invoice or receipt for payment) and hereby request that the University:

PAY THE SUPPLIER **EMPLOYEE WILL PAY SUPPLIER USING PERSONAL FUNDS**

By checking this box I, Mr Roary (1234567) attest that I authorized/requested the purchase/contract for goods/services.

Please attach the supporting documentation, invoice, or receipt for payment.

Click **Add** and select documents to attach. Click **OK** to proceed.

Manage Attachments

9. Select either **PAY THE SUPPLIER** or **EMPLOYEE WILL PAY SUPPLIER USING PERSONAL FUNDS**.

Approvals Section

Non-Conformer

Based on the forgoing declaration I, Mr Roary , am attaching the original supporting documentation (invoice or receipt for payment) and hereby request that the University:

PAY THE SUPPLIER **EMPLOYEE WILL PAY SUPPLIER USING PERSONAL FUNDS**

By checking this box I, Mr Roary (1234567) attest that I authorized/requested the purchase/contract for goods/services.

Please attach the supporting documentation, invoice, or receipt for payment.

10. Check the box and click Submit.

Approvals Section

Non-Conformer

Based on the forgoing declaration I, Mr Roary , am attaching the original supporting documentation (invoice or receipt for payment) and hereby request that the University:


PAY THE SUPPLIER EMPLOYEE WILL PAY SUPPLIER USING PERSONAL FUNDS

By checking this box , Mr Roary (1234567) , attest that I authorized/requested the purchase/contract for goods/services.

Please attach the supporting documentation, invoice, or receipt for payment.

The appropriate Immediate Supervisor for the non-conforming staff and the Expense Manager of the Business Unit will receive an email with a link to approve the form, in addition to the Executive Director of Procurement Services. The Business Unit Head for the non-conforming staff will be required to approve any Non-Conforming Purchase Justification form that are over \$5,000 or if this is a third offense for purchases under \$5,000. The Non-Conforming Purchase Justification form gets routed to ORED for approval for purchase requests equal to or greater than \$10,000 paid from sponsored research funds 66X (660-669).


When the form has been approved by all parties, you will receive an email with a link to continue submitting the unencumbered payment form. The Non-Conforming Purchase Justification Form will be automatically attached.

 donotreply@fiu.edu
To

The Non-Conforming Purchase Justification Form has been approved through Workflow and the invoice may be processed through the unencumbered payment form. Please upload the completed Non-Conforming Purchase Justification Form to the unencumbered payment form.

<https://imagenowweb.fiu.edu/imagenowforms/fs?form=Non-ConformingPurchaseJustificationForm&docid=c1175b20-6fdb-4417-4831-ea3b6e52385>

By clicking on the link provided, you will be redirected to continue with your unencumbered payment form. You can view the Non-Conforming Purchase Justification Form by clicking on **View Related Non Conforming Form**.



Florida International University
Division of Finance and Administration - Purchasing Services Department
Unencumbered Payment Form

General Form Information

Show Instructions

[View Related Non Conforming Form](#)

Initiator Panther ID: Initiator Name:

An Unencumbered Disbursement is a request for disbursement on an item/service when a Requisition or Purchase Order is not required because it is an [allowable unencumbered payment purchase](#) . In the event goods or services are received prior to a purchase order being issued or payment cannot be made with a PCard or is not an allowable unencumbered payment purchase, a Non-Conforming Purchase Justification Form must be completed.

Part I - Invoice Number

Invoice Nbr: Invoice Date: (mm/dd/yyyy)

Notes:
- If you have an invoice number, please specify the number in this field and attach an electronic copy.

For instructions on how to fill out the Unencumbered Payment Form, click on the **Show Instructions** box.