



## 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.

### [Allowable Unencumbered Payment List](#)

Approval Steps:

- 1) Initiator
- 2) Non-Conformer (If the Non-Conformer is not the Initiator)
- 3) HR Supervisor
- 4) Expense Manager
- 5) Procurement Director
- 6) Business Unit Head (Purchases over \$5,000 or if this is a third offense for purchases under \$5,000)
- 7) ORED (Purchases equal to or greater than \$10,000 and paid from Sponsored Research Funds 66X (660-669).

The Non-Conforming Purchase Justification Form is located here:

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

## Completing the Form

While entering an unencumbered payment form, an electronic version of the Non-Conforming Purchase Justification Form will need to be completed and approved through workflow before the payment can be processed.

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:	Non-Conformer's Name:	Non-Conformer's Title:
<input type="text" value="Panther ID"/>	<input type="text"/>	<input type="text"/>
Purchase Date:	Received Date:	Amount to be Paid:
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="\$ \$0.00"/>

2. Select **Purchase Date**.

**General Information**

Non-Conformer's Panther ID:	Non-Conformer's Name:	Non-Conformer's Title:
<input type="text" value="1234567"/>	<input type="text" value="ROARY"/>	<input type="text" value="EMPLOYEE"/>
Purchase Date:	Received Date:	Amount to be Paid:
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="\$ \$0.00"/>

< 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:

Account Information

Supplier Information

Purchase Details

< 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

**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:

5. Enter the **Project ID** or/and **Activity #**. (Select the Project ID or/and Activity # from the drop down menu). If paying with more than one Project ID/Activity #, a separate unencumbered payment form is required.

**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: 111110000      Department Name: Procurement Services      Department Phone: 305/348-2846

Project ID:      Project Description:      Fund:

#	Activity Number	Activity Description	Amount Assessed
1	Select one...	Description	\$500.00

6. Enter the **Supplier Information**.

Supplier Information Completed

Supplier ID: 000041044      Supplier Name: FLORIDA INTERNATIONAL UNIVERSITY

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: 000000000      Supplier Name: Name of Supplier

Supplier Information

Supplier ID: 000000000      Supplier Name: Select an option...

**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 000001636
- 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:

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

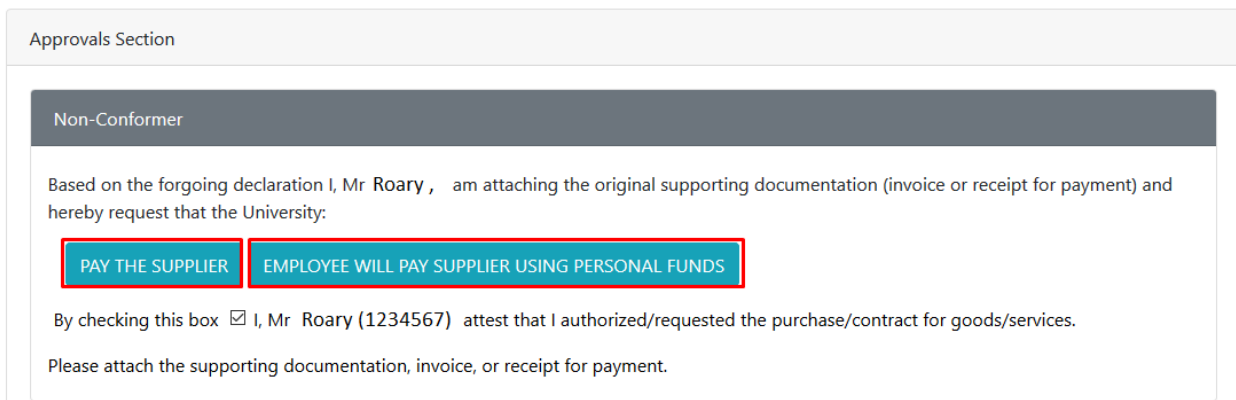
Please attach the supporting documentation, invoice, or receipt for payment.

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



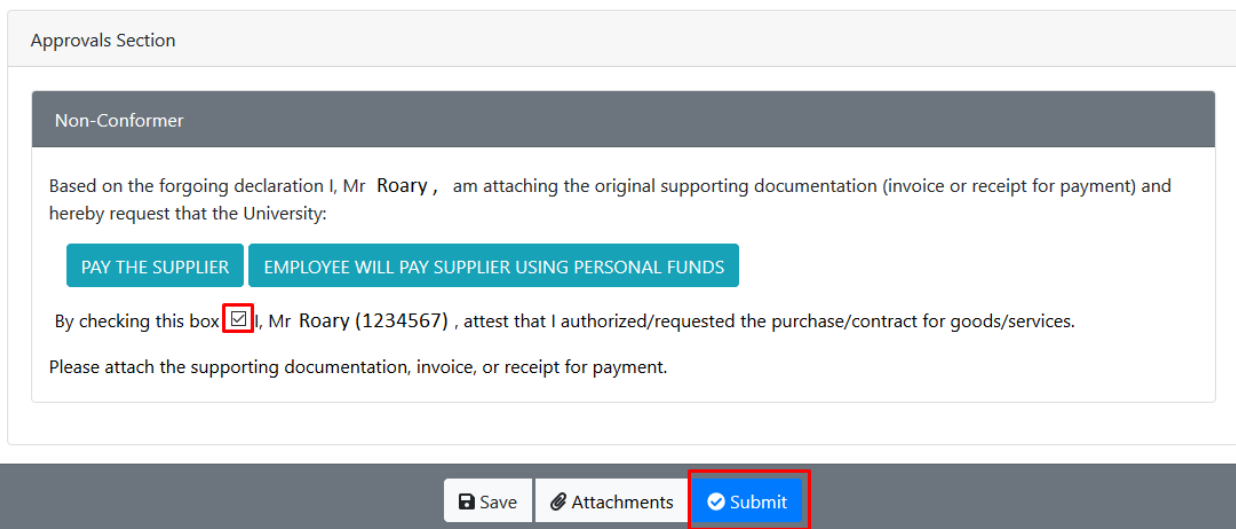
The image shows a dialog box titled "Manage Attachments". At the bottom left, there is a button labeled "Add" which is highlighted with a red rectangular border. To its right are two buttons labeled "OK" and "Cancel".

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



The image shows a form titled "Approvals Section". Under the heading "Non-Conformer", there is a text block: "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:". Below this text are two buttons: "PAY THE SUPPLIER" and "EMPLOYEE WILL PAY SUPPLIER USING PERSONAL FUNDS". Both buttons are highlighted with a red rectangular border. Below the buttons, there is a text block: "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**.



The image shows the same "Approvals Section" form as above. In this version, the checkbox next to the text "By checking this box" is checked and highlighted with a red square. At the bottom of the form, there is a dark grey bar containing three buttons: "Save", "Attachments", and "Submit". The "Submit" button is highlighted with a red rectangular border.

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

Reply Reply All Forward ...

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.

## Delegating an Alternate Workflow Approver

An approver can grant another employee who has the same approval authority as they do to approve transactions in their absence. Please note same approval authority refers to someone else who also has either Expense Manager and/or Project Manager system access. This kind of delegation applies to ALL transaction approvals. The transaction will start rerouting to the selected alternate approver from the set date range. Any transaction that was in the approval process prior to delegating will not route to the delegated approver.

To enable a user to complete the approval process on behalf of someone else, follow the navigation below:

1. Use the **NavBar** to navigate to **Main Menu>My System Profile**. The General Profile Information page opens. In the **“Alternate User ID”** box enter the Panther ID for the user that should be set as an Approver. To search for the Panther ID of a user **click the Look Up button** to the right of **“Alternate User ID.”**

**General Profile Information**

Cobo, Bethany

**Password**

Change password  
Change or set up forgotten password help

**Personalizations**

My preferred language for PIA web pages is: English

My preferred language for reports and email is: English

Currency Code: [Search]

Default Mobile Page: [Search]

**Alternate User**

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID: [Search]

From Date: [Calendar] (example: 12/31/2000)

To Date: [Calendar] (example: 12/31/2000)

**Workflow Attributes**

Email User  Worklist User

**Miscellaneous User Links**

**Email**

Primary Email Account	Email Type	Email Address		
<input checked="" type="checkbox"/>	Business	fststuser@fu.edu	+	-

**IM Information**

Protocol	XMPP Domain	UserID	Password		
XMPP	[Search]	[Search]	[Search]	+	-

Save



- Using the **Search by:** and *Description* begins with parameters, enter the last name of the alternate user. Click the **Search** button and select the user.

**Look Up Alternate User ID** [x]

Search by: Description [v] begins with [ ] [Help]

[Search] [Cancel] [Advanced Lookup]

- In the **“From Date”** and **“To Date”** select the desired time frame for this user to Approve transactions on behalf of the other user. **Click Save.**

**Alternate User**

If you will be temporarily unavailable, you can select an alternate user to receive your routings...

Alternate User ID [ ] [Q]

From Date [ ] [calendar icon] (example: 12/31/2000)

To Date [ ] [calendar icon] (example: 12/31/2000)