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.

2. Select Purchase Date.
3. **Select Received Date.**

4. **Enter the 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.
6. Enter the **Supplier Information**.

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

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

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

   **Prevention**
   
   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.

   **Non-Conformer**
   
   Based on the foregoing 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.

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

10. Check the box and click *Submit*.
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.

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=c1175b20-6f6b-4d17-4b31-23e52305

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.

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

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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.”
2. 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.

3. 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.