



University of Wisconsin-Extension  
Purchasing Services, Rm. 104  
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711 (Wisconsin Relay)  
[rhonda.loger@uwex.edu](mailto:rhonda.loger@uwex.edu)

To:

From: Rhonda Loger, Director of Purchasing

Date:

Re: **ILLEGAL PURCHASE**

**PURCHASES EXCEEDING \$5,000** (Including tax and freight)

As set forth in the UW-Extension Procurement Policies and Procedures, the Purchasing Department has delegated purchasing authority of up to \$5,000 (including tax and freight) to all departments. All procurement transactions over \$5,000.00 (including tax and freight) must be competitively bid and documented by the Purchasing Department regardless of the funding source. A requisition is required for all purchases over \$5,000.00 prior to obtaining the goods.

In reviewing the attached, it appears that this purchase was made contrary to this established policy.

Prior approval has not been obtained from the Purchasing Department, the following information must be provided before this transaction can be approved and processed for payment.

1. Description of the goods or services purchased.
2. Circumstances which led to the illegal purchase.
3. Justification for lack of prior Purchasing approval. (This is to be completed by the individual responsible for the purchase.)
4. Statement of actions being taken by the department to prevent the reoccurrence of these types of illegal purchases.
5. The department Dean/Director's signatures indicating review and approval.

Approvals:

Individual responsible for purchase:

\_\_\_\_\_ Date: \_\_\_\_\_

Divisional Dean/Director Office

\_\_\_\_\_ Date: \_\_\_\_\_

UWEX Purchasing Department

\_\_\_\_\_ Date: \_\_\_\_\_