

CONFIRMINGS

A confirming transaction is defined as a purchase over \$1,500 where goods or services are acquired or secured without a Purchase Requisition having been submitted. Commitments of this nature are prohibited and deemed to be personal liabilities of the faculty and/or staff member and Fiscal Officer until reviewed and approved by the Director of Purchasing or Designee.

Confirming transactions are **prohibited** and will only be approved by the Director of Purchasing if deemed to be an unforeseen or emergency situation.

Responsible Party	Action
Department	<p>Completes the following documents:</p> <ul style="list-style-type: none"> • Purchase Requisition signed by appropriate Fiscal Officer or Delegate. • An Invoice Distribution Form signed by the Supplier or accompanied by an invoice. • A letter of justification addressed to the Director of Purchasing explaining why this transaction was not submitted prior to the fact and explaining the unforeseen or emergency situation. <p>Note: If paying an individual for services, an SIUC Independent Contractor's Analysis form must be completed and signed by the Supplier and the Fiscal Officer. The completed form must be attached to the Purchase Requisition.</p> <p>If utilizing Grant accounts, documents must be approved by Grant & Contract Accounting in Accounting Services.</p> <p>If utilizing Foundation accounts, documents must be approved by Bryan Vagner.</p>
Purchasing	<p>Reviews documents for appropriate signatures, forwards to Director of Purchasing for approval.</p> <p>If the Director approves purchase, Invoice Distribution Form with attachments is forwarded to Accounts Payable for payment.</p> <p>If this transaction is denied approval, payment to the Supplier is the sole responsibility of the individual that made the commitment.</p> <p>Periodically, a list of all Confirming Transactions is forwarded to the Vice Chancellors and the Chancellor for their review and if deemed necessary, appropriate action.</p>