



Non-Compliant Purchases Memorandum

TO: Angela White-Negley  
FROM:  
DATE:  
RE:

Paragraph 1 explain why University policy was not followed

Paragraph 2 describe efforts instituted to preclude it from happening in the future

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Signature of Employee Responsible for Purchase

Date

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Signature of Dean/Director

Date

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Signature of Director of Purchasing

Date

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Signature of VP of Operations

Date