

Non-Compliant Purchases Memorandum

TO:	
FROM:	
DATE:	
RE:	
Paragraph 1 should explain why MURC policy wa	s not followed.
Paragraph 2 should describe efforts instituted to pr	eclude it from happening in the future.
Signature of Employee/department Responsible for Pu	rchase Date
Signature of Employee/department Nesponsible for Po	Totale Date
Signature of Dean/Director	Date
Signature of MURC Compliance	Date