



# Confirming Order Justification Form

I, \_\_\_\_\_, Declare that:

I dispersed my personal monies and/or made an unauthorized purchase on behalf of The Regents of the University of California as follows:

**Date:** \_\_\_\_\_ **Amount Paid:** \_\_\_\_\_

**Vendor Name:** \_\_\_\_\_

**Vendor Address:** \_\_\_\_\_

**Description of the supplies or services purchased:**

**Purpose for which the supplies or services were purchases:**

**What steps has the department taken to prevent repetition of unauthorized purchases in the future?**

Based on the foregoing declaration I am attaching the original supporting documentation (invoice or receipt indicating paid) and hereby request that The Regents of the University of California:

- Pay the vendor OR
- Reimburse me for this disbursement of my personal monies.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_  
**Signature of Declarant Date**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Chief Administrative Officer**  
(For unauthorized purchases up to \$500, including tax and shipping, and compliant with P&PM 350-21)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Dean/Vice Chancellor or Designee**  
(If purchase is not compliant with P&PM 350-21 and/or is greater than \$500)

\_\_\_\_\_  
**Date**