UNIVERSITY of MARYLAND BALTIMORE

After-the-Fact Purchase Form

An After-the-Fact (ATF) purchase occurs when a department obtains goods and/or services from a supplier before the issuance of a compliant Purchase Order (PO) by a SSAS buyer with requisite purchasing authority. An ATF purchase is **non-compliant**, violates UMB policy, and puts both UMB and the supplier at risk. The department must complete this form to document the ATF purchase and request that SSAS issues a PO.

Section 1 – General Information		
Department	School or Major Unit	Today's Date

Section 2 – Purchase Description		
Name of Supplier	Total Price of Purchase	Date of Purchase*
Description of Goods/Services		
*The earliest date goods were first provided and/or services first started		

Section 3 – Circumstances and Corrective Action
Why was this purchase made before/without the issuance of purchase order?
What actions will the department take to prevent future ATF purchases from occurring?

Section 4 – Signatures (not to approve non-compliance, but to acknowledge that a non-compliant purchase has occurred)

		Name/Title	Email	Signature	Date
A	Person who made the purchase commitment				
B	Person submitting form (if different from A)				
C	Supervisor of person A				
D	A-Dean Admin/Finance, School Controller or Major Unit VP**				

**Row D Signature required only if total price of purchase exceeded $50,000

Section 5 – For Internal SSAS Use Only

	Name	Signature	Date
Buyer for ATFs less than $5K			
Assoc. Dir. for ATFs $5K to $50K			
Asst. VP for ATFs greater than $50K			

After completing Sections 1-4, attach signed form to the Quantum purchase requisition.