

**Sam Houston State University**  
**A Member of The Texas State University System**

**Finance & Operations Procurement and Business Services Policy FO-PUR-04**  
**Purchasing - Non-Complying Purchases**

Internal control procedures shall be established in all Divisions, Colleges, and Departments to assure fully authorized P-Card and BearKatBuy purchase requisitions/purchase orders are in place prior to the delivery of goods or services. Noncompliance with authorized purchasing procedures, including improper use of the P-Card, see ([http://www.shsu.edu/~pur\\_pcard/index.html](http://www.shsu.edu/~pur_pcard/index.html)), will require approval at the appropriate levels.

**Non-compliance issues could be:**

Issuing purchase requisitions in BearKatBuy after goods/services have been received, chain purchasing, not obtaining all required approvals before submitting purchase requisitions to Procurement and Business Services or prior to making a P-Card transaction.

- Total purchase amount is less than \$500 it requires the appropriate Dean's signature;
- All orders with a total purchase amount exceeding \$500 require the signature of the appropriate Vice Presidents;
- If there are in excess of three non-compliant purchases in one fiscal year, approval from the President is required.

The person making the inappropriate purchase may be required to notify the vendor or contractor that the University will be unable to provide payment. The person responsible for the inappropriate purchase may be responsible for determining how payment for the obligation will be made, from University accounts and/or funds or personal funds.

Reviewed by: Tessy Rappé, AVP Finance & Operations  
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Review Date: April 2017

Next Review Date: April 2020