



USF System USF USFSP USFSM USFP

Subject: USF St. Petersburg After the Fact Purchase Orders

Date of Origin: 03-15-2013

Date Last Amended: 03-18-2013

Date Last Reviewed:

Purpose

This procedure is being implemented to address violations of the USF System and Board of Governor regulations, policies and procedures regarding purchases made prior to an approved purchase order (i.e., After-The-Fact POs or ATFs).

Process

USF System Purchasing will provide a report of any violations to USFSP Purchasing officers, to include:

1. Vendor details, date goods or services acquired, name or requester, transaction value, department name, college/unit, and immediate supervisor name.
2. Areas included will be all colleges and units at USFSP.
3. A copy of the report will be provided to the Vice Chancellor and Dean/Director.
4. The Vice Chancellor, Dean or Director will verify that the requester list is, in fact, the person who authorized the purchase with the vendor prior to the approved PO, in order to avoid only citing the person entering the information into the system when another employee may have initiated the purchase verbally or otherwise with the vendor.
5. The Chancellor's Office in consultation with the employee's supervisor, Vice Chancellor, Dean or Director will send out letters of counsel to all specified violators for a first-time offense. A sample copy is attached.
6. Each violation will be accompanied by a \$500 fine (assessed to the Vice Chancellor, Dean or Director's office).
7. For a second offense, purchasing permission will be suspended.
8. Purchasing permission can only be reinstated if:

- a. Training is completed to qualify the individual for reinstatement of purchasing permission; and
 - b. Approval by USFSP Purchasing.
9. A third offense will require the appropriate area to take further disciplinary action, up to and including dismissal.

SAMPLE LETTER OF COUNSEL, AFTER-THE-FACT PURCHASE ORDER

MEMORANDUM

DATE:

TO: USFSP Employee

FROM: Regional Chancellor

SUBJECT: Violation of Regulation, Policy, or Procedure – ATF Purchase Orders

As you are aware, the University of South Florida System regulations, policies and procedures mandate that an approved purchase order be in place **PRIOR** to committing to or arranging for any purchase of items or services.

You have recently been identified as being in violation of these regulations, policies and/or procedures. Therefore this letter of counsel is to emphasize that our institution takes this seriously and you must refrain from any further violations.

I expect all employees to be aware of and to follow all regulations, policies and rules for the well-being of our business operations. Please be advised that continuing violations in the future may lead to disciplinary action.

I am confident that you will work toward strengthening our financial oversight.

cc: HR File
Supervisor