

UC DAVIS

Supply Chain Management

Confirming Order Justification

*This form must accompany any request for reimbursement of purchases of \$500 or higher. Attach the fully executed justification to the accompanying AggieExpense expense report. [*Required field]*

*Today's Date:		*Declarant Name:	
I declare that I disbursed my personal monies and/or made an unauthorized purchase on behalf of The Regents of the University of California, Davis as follows:			
*Purchase Date:		*Amount Paid:	
*Vendor Name:		*Vendor Address:	
*Description of purchase:			
*Business purpose:			
*Describe steps the department has taken to prevent further unauthorized purchases:			
Based on the forgoing declaration, I am attaching the original supporting documentation (invoice and proof of payment or paid receipt). I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.			
Declarant Signature:		Date Signed:	
Department Head Signature:	Department Head Name:	Date Signed:	
Dean or Vice Chancellor Signature:	Dean or Vice Chancellor Name:	Date Signed:	