# Office Memo Template

# Write Company Name Here - Write Company Location Here - Contact No - 111-222-3333 - [www.yourwebsitehere.com](http://www.yourwebsitehere.com)

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| **To:** |  |
| **From:** |  |
| **Date:** |  |
| **Subject:** | Payment via confirming Purchase Order No. (Req. No. \_\_\_\_\_\_\_\_\_\_\_\_\_) |

In response to your request to process a confirming purchase order to pay \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_for work performed, we must advise you that your actions in creating obligations on behalf of UTMB is in violation of UT System regulations and UTMB Policy. Only the President and persons designated by him in writing can commit funds and/or obligations on behalf of UTMB.

We will process this particular request based on the assumption that your department was not aware of the UT System and UTMB requirements upon your submittal to us of the following explanations/statements:

1. You are now aware of the proper process to acquire products and services.

2. The reason this violation of procurement guidelines occurred.

3. What your department will do to ensure this occurrence does not happen in the future?

4. An explanation on why this particular vendor was the “best source” for these products/services.

**Attached is a document you may use to submit your responses to the above.**

Further violation of UTMB Policy will result in your area’s procurement requisitioning responsibility being assigned to the next administrative level of authority for your Area, and you may be subject to disciplinary action and/or personal liability for payment.

**This document shall be kept as a permanent record in the Purchasing Office’s file for audit purposes.**

# It is incumbent upon you to ensure that all future purchase requests be submitted to the Purchasing Office for appropriate processing and authorization prior to the commencement of any work by our Vendors. Information regarding UTMB’s Purchasing Policies and Procedures may be found at our web-site under “User Guide” – ([www.yourwebsitehere.com](http://www.yourwebsitehere.com)), or you may contact me.

CC: Dept. Head

VP/Chairman

Vice President for Business and Administration

Buyer