

PRIOR AUTHORIZATION FORM

INSTRUCTIONS: Provide the following information to the Purchasing Department by attaching to the requisition or PBC transaction.

Requisition or BPC # Department Name

Requester Name Campus Phone #

Acquisition in the amount of:

Type of request Sole Source Personal Reimbursement Off-Contract Purchase
 Emergency – an urgent and unexpected requirement where health and public safety or the conservation of public resources is at risk.

Vendor:

Address:

Provide Explanation as to the nature of the emergency:

Has the vendor ever been an employee of the State of Kansas Yes No If yes, please explain the nature of the employment and period of service:

1. Description of Material of Service:

2. Please provide justification for this request. Information on justification required for each type of request (sole source, personal reimbursement, off-contract purchase or emergency) may be found [here](#).

Department Authorization Signature

KUMC Purchasing USE ONLY

Purchasing Approval:

Date:

(Signature and Title)