

From: "Nowell, Darren T" <darren.nowell@gatech.edu>
Date: Monday, December 20, 2021 at 1:32 PM
To: "Girardot, Steven P" <steven.girardot@gatech.edu>
Cc: OUE
Subject: FW: Unauthorized Purchases Process Clarification

Hello all,

Please read the attached memo from the ERP team regarding unauthorized purchases and the new changes going into place on 1/1/2022.

To sum up:

- An Unauthorized Purchase is any purchase that is agreed upon by an agent of GT (an employee) prior to an official PO# being assigned to that purchase in Workday or any work that is performed by a vendor prior to a PO being requested in Workday as a result of speaking with an agent of GT.
- Unauthorized purchases can have the appearance of intentionally skirting around Procurement rules and as such put GT at financial risk with vendors who may not be able to complete an e-verify or who may go around Sole Source or the competitive bid process.
- Keep in mind the Unauthorized Purchase regulation covers all purchases that would be made in Workday regardless of amount.
- If an unauthorized purchase is discovered, GT will have the option to reject the request for payment from the vendor and the agent of GT (an employee) who agreed to the work would be liable to pay the vendor out of pocket.
- Preferred Method of Procurement Order at Georgia Tech:
 - Option #1: RQ/PO Process in Workday, once a PO# is assigned the vendor can start their work.
 - Option #2: Pcard Purchases with prior approvals in place, then the vendor can start their work.
 - Option #3: Personal Reimbursement for Expenses under \$500.00 or for Travel expenses. No direct payment to an outside vendor required.

If there are questions, please reach out to me and I will be happy to discuss.

Thanks,
Darren

From: ERP Readiness <erp.readiness@gatech.edu>
Sent: Monday, December 20, 2021 3:01 PM
Subject: Unauthorized Purchases Process Clarification

Unauthorized Purchases Process Clarification

Based on some recent reviews of purchasing-related processes, we are clarifying the requirements associated with the Institute's purchasing process. Unauthorized purchases are contrary to Institute policies and State regulations, and could represent a significant financial and reputational risk to Georgia

Tech. Please be advised that GT Purchasing is implementing some procedural changes **effective January 1, 2022** to further support policy and regulatory compliance in this important area. We appreciate the adherence to the requirements and associated procedural changes as we all work together to be responsible stewards of Institute resources. Please see the attachment for details and share this with your teams.

If you have any questions about these procedural changes, please reach out to Purchasing by submitting a ticket in [ServiceNow](#).