BFS Tracking Number *

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
"AFTER-THE-FACT" SUBMISSION

Name (If individual): _____ Name of Company: _____
Phone: _____ Email: _____
If Foreign National, Country: _____ Visa Type (if applicable)*: _____
Department: _____ Department ID: _____
College/Division: _____

Unauthorized financial commitments require that any requisition or invoice submitted "after-the-fact" must be accompanied by this form signed by the appropriate authorized administrators justifying the reason for the deviation from CSU policy. Pursuant to ICSUAM 5412.0, Section 100, except in cases of emergency to protect human life or State property, work shall not commence on any contract until the contract has been approved by the appropriate authority. Any work performed by the contractor before the date of approval can be considered as having been done at the contractor's own risk and as volunteer work.

The explanation below should include the circumstances surrounding the reason for the delay and why appropriate authorization could not be secured in advance of the services being rendered and/or prior to receipt of goods.

Please note insurance waiver requests will not be acknowledged for these submissions and costs associated with any liability will be assessed to the College/Department.

Explanation: _____

Department Administrator (Print Name)	Signature	Extension	Date
Dean/Senior Administrator (Print Name)	Signature	Extension	Date
Division Vice President (Print Name)	Signature	Extension	Date
Associate Vice President for Administration & Finance (Print Name)	Signature	Extension	Date

Submit the completed form with all appropriate signatures to Procurement and Contracts with all necessary documents.

*For Independent Contractor Pre-Hire Worksheet only. Forward completed form with all appropriate signatures and Pre-Hire Worksheet to: bfstaxcompliance@calstatela.edu. Upon receipt, Business Financial Services (BFS) will have five (5) working days to review and inform the department administrator of final determination.

Print Clear