



**YAVAPAI COLLEGE**  
Procurement and Contract Services  
**UNAUTHORIZED COMMITMENT (UAC)**

RETURN TO:  
[procurement@yc.edu](mailto:procurement@yc.edu)  
Revised 01/16/19

**Violation**

Unauthorized Commitment: Procurements or other commitments made by unauthorized personnel are in violation of both the College's Procurement and Contract Services Procedures as well as Arizona Revised Statutes ARS 35-154. UACs are not legally binding upon the College and may result in a personal obligation for payment by the individual making the procurement or commitment.

**Originator** causing the UAC is to fill out and send completed form with other signatures to [procurement@yc.edu](mailto:procurement@yc.edu) for final approval/signature.

It shall be the responsibility of the Originator and Supervisor to ensure the referenced violations are corrected. Corrective action shall take the form of an explanation provided herein. The explanation shall describe in detail, the purchase transaction, actions initiated to correct the violation and measures implemented to prevent future violations.

**Originator Information**

Name:	Dollar amount:
Supplier:	Date of violation:

**Violation Details**

Description of goods/services procured:

Originator's corrective action for preventing future occurrences:

**Acknowledgment**

Originator		Budget Manager	
Print Name:	Date:	Print Name:	Date:
Signature:		Signature:	
Dean/Director		Vice President	
Print Name:	Date:	Print Name:	Date:
Signature:		Signature:	
Director of Procurement and Contract Services			
Signature:		Date:	

❖ **Note: As determined by the severity, this UAC may be reported to the YC Governing Board.**