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| University Of Massachusetts Lowell | |
| Date: July 01, 2001 | Section:1.9 |
| Subject: Financial Commitment | |

1. In accordance with State, Federal, and University Board of Trustees policies, no person is authorized to obligate the University without encumbering, in advance, sufficient funds to meet the obligation, provided, furthermore, the purchase constitutes a proper expenditure and conforms to University Board of Trustees Procurement Policy. Therefore, all purchasing documents must be approved, in advance, for availability of funds before committing the University for the expenditure of any funds (appropriated or non-appropriated).
2. In this connection, no "Confirming" purchase shall be made for any amount that has not received the prior approval of the Purchasing Department. When an emergency occurs that requires the placement of a Confirming Order the Emergency Procedures set forth on **Section 2.16** shall apply.
3. Any University employee who makes commitments and/or expenditures by bypassing the normal purchasing channels, whether it be verbal, fax or telephone purchase order, an authorization to a vendor to increase the amount of any already-issued purchase order, or any other such commitments, **does so at no obligation to the University.** Commitments made in this manner will be the personal obligation of the employee(s) making them.