After the Fact Purchasing Order Notices

Hello University Community:

A new process for responding to possible After-the-Fact purchase order notices (ATF) is being implemented.

**Effective with tonight’s After-the-Fact (ATF) Notices, ATF responses will be made in FAST. Possible ATF Notices will now contain the following instructions to respond in FAST.**

*If there are justifiable circumstances that caused the discrepancy between the invoice date and purchase order date, please provide the justification on the FAST ATF Justify page. The FAST ATF Justify page is in FAST under the Nav Bar: Navigator > USF Menu Items > ATF Justify. Once on the ATF Justify page, use the information below to retrieve the ATF Justify page for the specified voucher and complete the justification form by selecting the appropriate reason providing comments (if necessary).*

The ATF Justify page is targeted to be available by the end of business Wednesday, February 3.

The acceptable reasons, abbreviated on the ATF Justify page in some instances, for an After-the-Fact purchase order are listed in the new response tool as:
- Contract in place prior to invoice
- Emergency purchase
- Invoice date data entry error
- Invoice has incorrect date
- Previous PO existed for purchase (identifying previous PO# is required)
- Sub-Agreement purchase order
- other (explanation required)

Notices must be responded to. If no response is made, it is assumed the purchase order is After-the-Fact and will be reported as such.

Please be reminded that a valid USF purchase order number must be obtained prior to ordering goods or services on behalf of the University, unless payment is made with a USF PCard following USF policy and procedures. Ordering goods and services without a purchase order or without providing a USF PCard with appropriate limits is strictly against policy and could result in the loss of approval authority and/or disciplinary action for offending individual which is not necessarily the individual receiving the ATF Notice as those go to the requester.

Thanks,

**George Cotter**

*Procurement Services*

*News and Announcements*

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