

After-The-Fact Purchase Authorization Form (as of June 15, 2011)*Please attach this form to the requisition*

If you previously initiated a transaction that created an after-the-fact supplier invoice, it must be processed via the 'After-the-Fact (ATF) Purchase Authorization' Form.

An After-The-Fact purchase occurs when a department makes a purchase before a purchase order number is issued. For example, authorizing a vendor to begin work before the Purchasing Division issues a purchase order. Similarly, obtaining goods or services on credit and subsequently submitting the invoice to accounts payable is an ATF. All ATFs, regardless of the dollar amount, present problems for the Purchasing Division, Accounts Payable, vendors, and end-users.

In many cases, these transactions:

- * Place the City at financial and credit risk and result in higher than necessary cost paid for products and services.
- * Create unnecessary administrative efforts
- * Bypass City encumbrance requirements
- * Violate procurement policies and procedures

When an ATF purchase has been identified, the managing supervisor that made the unauthorized purchase shall complete this form.

Please provide detailed statement explaining the circumstances surrounding this ATF purchase.

CCRMC is the county designated hospital for victims of sexual abuse; however, recently, the nurse that performs SART Kits has been out of the office on several occasions that require immediate testing. The county designated backup is Napa Solano SANE/SART, which has a \$10k contract in place. Unfortunately, the contract had expended \$6k, and two victims had to be diverted to Napa Solano SANE/SART within a few days of each other at \$2,400 each, putting us at \$10.8k. Due to the quick succession of victims we

What corrective steps have taken to avoid repetition of future ATF's?

We are requesting an amendment to the contract with Napa Solano SANE/SART.

Any corrective action with the responsible managing supervisor?

Due to the unpredictability of both the hospital and victims involved, no corrective action is in place at this time.

Vendor Name:

Napa Solano SANE/SART

Amount of Purchase: \$

800.00

Purchase Date:

2/11/22

I understand that all City purchases require pre-approval and need to be purchased utilizing City policies and procedures.

Kris Tong

Supervisor Name

DocuSigned by:

Kristopher Tong

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Signature

Sergeant

Title

Department Director authorizing After-The-Fact Purchase

Louie Tirona

Name

DocuSigned by:

Louie Tirona

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Signature

3/22/2022

Date