



# State Procurement Manual

Department of Administration, State Bureau of Procurement

Number  
PRO-106

Section	Effective	Replaces
INTRODUCTION AND PROCUREMENT FUNDAMENTALS	9/16/19	PRO-E-8 (6-1-83)
Title	Page	
PRIOR APPROVAL OF PURCHASES/UNAUTHORIZED PURCHASES	1 of 1	

**SCOPE:** The scope of this policy is related to prior approval requirements for purchasing activities, and unauthorized purchases.

**POLICY:** All procurement actions require prior approval of the State Bureau of Procurement. Approval authority may, in some cases, be delegated to state agency offices. When so delegated, approval by the agency office is required prior to any procurement action. See PRO-102, Delegation.

Any state employee who contracts for the purchase of materials or services contrary to a statute or to Bureau policies and procedures may be liable for the cost. If such materials or services are paid for out of public funds, the amount may be recovered in action filed by the Attorney General. Any procurement contract that is contrary to state statutes is void.

- PROCEDURE:**
- I. After-the-Fact Approval
    - A. Generally, the Bureau will not consider an after-the-fact approval of a purchase that was not properly conducted. In any case where prior approval has not been obtained, the Bureau requires the following data before it considers an after-the-fact approval request.
      1. Justification for the procurement itself and for the lack of prior approval.
      2. A statement of management actions being taken to prevent repetition of the situation.
      3. The agency head's indication of review and approval.
    - B. Where such approval is not provided, the Bureau will issue an unauthorized purchase letter which will be retained by the procuring agency.



### Legal Authority

Wis. Stats. ss. 16.52(6); 16.72(4)(a); 16.77  
Wis. Adm. Code Chapter 10.04  
Agencies Affected: All, unless otherwise noted

Authorized:  
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