

**Sam Houston State University**  
**A Member of The Texas State University System**

**Finance & Operations Procurement and Business Services Policy FO-PUR-04**  
**Purchasing - Non-Complying Purchases**

Internal control procedures shall be established in all Divisions, Colleges, and Departments to assure fully authorized P-Card and BearKatBuy purchase requisitions/purchase orders are in place prior to the delivery of goods or services. Noncompliance with authorized 7(i)5(s)-5(i)5(ti)-5(o)BTn-g(e p)(f)ncmb-(e)-du p)(f)ncmb-(e)-5(ip)ncmb-7(l)u(e)-dii)-ed