

Purchase in Violation of District Policy

A purchase was made by your Campus/Department in an amount over \$100 without a Purchase Order and is in violation of our District policy. Please fill out the following so the explanation can be attached to the Invoice as reference for our Auditors to review.

Date:

Vendor:

Amount:

Purchaser:

Campus:

Account:

Explain why the purchase was made without a District Purchase Order:

Employee Signature

Date

Principal/Director/Budget Manager Signature

Date

Amber Petree, Director of Finance

Date