



After-the-Fact Purchase Order Form

Trying to commit the school district to a purchase of material and/or services of any kind before a purchase order is issued creates an after-the fact purchase. After-the-fact purchase are violations of the rules that apply to school district procurement.

Generally speaking the District regards these purchases the personal responsibility of the person making the unauthorized purchase. If you feel there is a valid reason the District should cover this unauthorized expense, fill out this request and submit to the Principal/Supervisor for consideration.

Thus documentation must accompany the request for the district to pay for material/services received, and will be kept for future audit reference.

Please describe why/how this purchase happened:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has this happened at this location before? \_\_\_\_\_

When? \_\_\_\_\_

What is being done to prevent this from happening again?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please sign, date, and return to Business within **5 days**, to be held with original paperwork.

Signature of person making the purchase: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR DISTRICT USE:	_____ Approved	_____ Denied
Purchase Order Issued:	_____ No	_____ Yes
	If yes, PO#	_____
Sign:	_____	Date: _____
	<i>Business Manager</i>	

Vendor Selection Rationale: \_\_\_\_\_