



Finance Department | Purchasing Division

3902 Ave. T. | Galveston, TX 77550 | 409-766-5100

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A purchase was made by your Campus/Department, without a Purchase Order, which is a direct violation of both, GISD's, and TEA's Purchasing policy. Please complete this form, with a valid explanation, to be attached to the Invoice as reference for our auditors to review.

Date:

Vendor:

Amount:

Purchaser:

Campus:

Account:

**Provide an explanation as to why the District's Purchasing Policy was not adhered to:**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal/Director/Budget Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Gwynetheia Shabazz Pope, Purchasing Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Connie Morgenroth, Asst. Superintendent Business Operations

\_\_\_\_\_  
Date