MOORE Public Schools
LEARNING FOR LIFE

Explanation for Illegal/Exceptional Purchase

Requester Name and Job Title:

Site: _____ Vendor _____

Requisition Number: _____ PO Number _____

Explanation: _____

_____

_____

_____

_____

_____

_____ _____

Signature of Requestor Date

_____ _____

Signature of Immediate Supervisor/Principal Date

_____ _____

Signature of Chief Financial Officer Date

cc: Office of the Chief Financial Officer
Accounts Payable Office