



Purchase in Violation of District Policy

District employees are required to know and follow policies and procedures for purchasing goods and services. These policies are outlined in the LPISD Fiscal Manual available at L:\Common\Business Office\Procedures Manual. When a purchase has been made without a Purchase Order and is in violation of our District policy, this form must be fully completed and signed by both the employee responsible for the purchase and the budget manager (campus principal/department director). The form must then be attached to the "After the Fact" requisition submitted to make payment for the unauthorized purchase so that our auditors know why LPISD made a payment without following proper procedures.

Be aware that the vendor will receive a notification explaining the violation and our policies. Vendors with repeated violations will be removed from the vendor list.

Date: _____

Vendor: _____

Amount: _____

Purchaser Name: _____

Campus/Department: _____

Budget Code/Account: _____

Explanation for why the purchase was made without a District Purchase Order:

Employee Signature

Employee Printed Name

Date

Budget Manager Signature

Budget Manger Printed Name

Date