



# Great Neck Public Schools

Phipps Administration Building • 345 Lakeville Road • Great Neck, NY 11020  
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Dr. Kenneth Bossert  
Superintendent of Schools

Jason Martin  
Purchasing Agent

## PURCHASING PROCEDURE ISSUE - CONFIRMING REQUISITION/PURCHASE ORDER

Date: \_\_\_\_\_  
To: Claims Auditors  
From: Building/Department: \_\_\_\_\_  
Requisition/PO #: \_\_\_\_\_ Vendor Name: \_\_\_\_\_

The above-referenced requisition/purchase order represents a "Confirming Order." This order for goods and/or services was placed before a requisition/purchase order was created and approved by the Purchasing Agent.

It is important that the building/department is aware that:

1. Confirming requisitions/purchase orders violate policy, which requires that **ALL** purchases transacted between the Great Neck Public Schools and any/all vendors must be authorized **in advance** by the Purchasing Agent.
2. Orders for goods and services should **ONLY** be placed only after a requisition has been encumbered, and a purchase order is issued. If services are rendered or items are delivered **BEFORE** a requisition is created, the order is confirming, which is in violation of policy.
3. **ALL** confirming purchases will be reported to the Board of Education on a monthly basis by the District's Claims Auditors.
4. The Purchasing Agent is unable to process the Requisition/Purchase Order for the goods and services referenced above without a reason and explanation for the cited confirming order.
5. All approvals for training, licensing courses, and/or conference registrations must be obtained prior to registration. Requisitions/purchase orders must be processed and approved by the Purchasing Agent prior to the event.
6. If Board of Education approval is required for a service contract, approval must be obtained prior to any services being rendered and purchase orders should be encumbered when Board of Education approval is received and prior to the start of services.
7. Items should not be added to a purchase order after it has been encumbered without the prior approval of the Purchasing Agent. If additional items are needed after a purchase order is issued, the Purchasing Office should be contacted for direction.
8. The District may not be responsible for any purchases made without authorization from the Purchasing Agent

For auditing purposes, a thorough explanation of the reason for ordering materials and/or services prior to requesting a purchase order is provided below. The corrective action for this type of purchase is also noted below. In the future, every effort will be made to ensure that purchases are made in accordance with the District's purchasing policy.

Explanation: \_\_\_\_\_

\_\_\_\_\_

Department's corrective action for future purchases:

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

\_\_\_\_\_  
Administrator/Principal/Budget Supervisor Signature

\_\_\_\_\_  
Date