

**OCONEE COUNTY SCHOOLS**

**PURCHASE ORDER VARIANCE AUTHORIZATION**

**PO#** \_\_\_\_\_

**VENDOR** \_\_\_\_\_

**ORIGINAL AMOUNT** \_\_\_\_\_

**AMOUNT INVOICED TO DATE** \_\_\_\_\_

**REASON FOR VARIANCE AND/OR REASON FOR FAILURE TO ISSUE PO**

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**IS PO COMPLETE?**    **YES** \_\_\_\_\_                    **NO** \_\_\_\_\_

**REQUESTED BY  
SIGNATURE** \_\_\_\_\_

**APPROVED BY  
SIGNATURE** \_\_\_\_\_