

# Barnwell County

SCHOOL DISTRICT

## RATIFICATION FORM

Date: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Type of Ratification:  Invoice date is past 30 days

No PO prior to purchase

Proper quotes not obtained

Invoice/Receipt not attached

Invoice differs from PO

Missing signatures

---

1) Explain why the procedure checked above was not completed

2) Explain steps to prevent future occurrence.

Approved By (Finance Office) \_\_\_\_\_