



Justification for Expenditure Prior to Approval

Staff Name	Vendor	Amount
		\$
Date(s) goods/services rendered or received	Account Code	
Activity		

As per the Duncanville ISD Staff Handbook and Board Policy CH Local:

All requests for purchases must be submitted to the purchasing department on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse staff members or assume responsibility for purchases made without authorization.

Please explain why the expense was received prior to purchase order.

Staff's Signature: _____ Date: _____

Budget Owner Signature: _____ Date: _____

Director of Purchasing: _____ Date: _____

Supervising SLT Leader
(required if 2nd incident): _____ Date: _____

Chief Financial Officer
(required if 2nd incident): _____ Date: _____

Notes
(Purchasing Dept only)