



CANTON PUBLIC SCHOOL DISTRICT  
Office of Business and Finance

Tony Foster  
*Director*  
Tracy Lewis  
*Assistant Director*

## Justification Form

To: Tony Foster, Director of Finance

Cc: Gary Hannah, Superintendent

From: \_\_\_\_\_  
Name of Employee

**RE: Letter for Violation of Policies and Procedures**

**Date(s) of Violation:** \_\_\_\_\_

\_\_\_\_\_ Invoice not paid within 45 days

\_\_\_\_\_ Services or goods provided prior to purchase order being issued.

\_\_\_\_\_ Other \_\_\_\_\_

**Please address the issue with the order and respond below with your resolution:**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**“Perseverance Conquers All”**