

Request for Payment
For purchase made
WITHOUT DOCUMENTED PRIOR APPROVAL

Employee: _____ Vendor: _____

Date of Transaction: _____ Amount of Purchase _____

In order to comply with Georgia Department of Audit guidelines, Jefferson county Board of Education business procedures require documented prior approval BEFORE purchases are made. These procedures were not followed in the transaction noted above. On the following lines, please explain the circumstances that prevented you from following procedure and obtaining the documentation required (a Purchase Order) before you made the purchase. The form should then be given to your director.

We have discussed the procedures to be followed for school related financial transactions. When these procedures are not followed, approval of payment may be denied and the employee could be held responsible for the resulting financial obligation.

Employee's Signature/Date

Director's Signature/Date

The following lines are for any additional comments from the Director. Please send completed form to BOE for further processing.

Superintendent's Signature (indicates approval of payment)