



Dear Madam/Sir:

The Liberty School District (LESD) wants to conduct business in a proper and legal fashion. School districts in general are under the microscope for their purchasing activities. LESD wants to maintain community support and promote legal purchasing practices.

Our district wants to eliminate after the fact procurements. An after the fact procurement occurs when LESD receives materials, services or construction prior to a purchase order being issued by the Purchasing Department. After the fact procurement violates the Arizona Revised Statutes, Article 10 of the Arizona Administrative Code (School District Procurement Rules), and LESD Governing Board Policy.

The penalties for after the fact procurements can be severe. The party or parties responsible for an after the fact procurement are subject to a criminal conviction and personal responsibility for payment of all costs associated with the purchase. The vendor in an after the fact procurement runs the risk of nonpayment by the LESD because a purchase order issued by the LESD Purchasing Department is the only valid procurement contract for our school district.

Prior to receiving a purchase order, your firm has not contracted with the LESD and responsibility for the procurement rests with the individual who placed the order. Please help us protect our representatives and your firm by not providing materials, services or construction to a LESD School or department prior to receiving a purchase order.

One additional point of clarification, the school district has a fiscal year of July 1 – June 30th. In order to assure payment for goods or services received during a fiscal year, an invoice must be presented to accounts payable and dated June 30th or prior. (The district is allowed 60 days after close of the fiscal year to render payment for goods and services received.)

Thank you for your consideration. Please call us at (623) 474-6611 if there are any questions regarding the status of a purchase order to provide materials, services or construction to the LESD.

Sincerely,

*Cassie Baker*

Cassie Baker

Procurement Specialist