

# STILLWATER PUBLIC SCHOOLS

## ASSUMPTION OF RESPONSIBILITY FOR VIOLATION OF PURCHASING PROCEDURES PER BOARD OF EDUCATION POLICY CHA AND CHA-P1

For: PO # \_\_\_\_\_ VENDOR \_\_\_\_\_ DATE \_\_\_\_\_

This form documents that the transaction you requested did not follow Board of Education Policy CHA-P1 and/or State Law due to the following reason(s):

- The purchase/obligation was made prior to a Purchase Order (PO) being prepared. In order to follow State Law, a purchase requisition (PR) must be prepared and a PO issued to encumber funds PRIOR to goods or services being ordered or purchased.
- The invoice should have been paid in the prior fiscal year.
- Other: \_\_\_\_\_  
\_\_\_\_\_

Please provide any additional information about the purchase/procedure violation that would be pertinent for finance department or the auditor's information:

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\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

Please note: In the event of disclosure during audit, this form will be presented to the auditor to show that you have been made aware of the purchase procedure violation, you have been made aware of district policy (CHA-P1) and proper procedures for the future, and that the school district is not legally responsible for the payment of these obligations. This form will be filed with the Purchase Order and invoice for possible review by the auditor as documentation of the District's obligation to educate employees of Board Policy and State Law.

### **WARNING REGARDING FUTURE PURCHASE PROCEDURE VIOLATIONS**

*In the event that of repeat violations of Board of Education Purchasing Procedures and/or State Law, the employee may be held responsible for the payment of the unauthorized purchase. Violations will also be discussed with the employee's supervisor and the Director of Human Resources as necessary.*