Approval to Pay by Invoice *Less* than *$10,000.00 or to Correct Errors*

(Must provide and attach an itemized receipt showing actual price paid)

Complete and submit this form with the itemized receipt to procurement@horrycountyschools.net within five (5) working days of receipt of invoice.

Supplier Name		**Supplier ID Number**
Account Code (Request cannot be processed without Account #)	**School or Department Location**	**Invoice**
		Number:
		Amount:
BOOKKEEPER CONTACT INFORMATION		
NAME	**EMAIL**	**PHONE NUMBER**

To be completed by the Employee: Describe the facts and circumstances surrounding this procurement. State that the purchase was fair and reasonable as compared to other pricing.

CERTIFICATION

I hereby certify that the above expenses were incurred by me in the performance of my duties as an employee of Horry County.

_____ _____

Employee Signature Date

To be completed by the Principal or Department Head: Describe steps taken to prevent recurrence in the future:

CERTIFICATION & APPROVAL OF PAYMENT:

As the responsible Principal/ Department Head, I hereby certify that I am satisfied with the explanation, and I have discussed with the employee the steps to prevent recurrence.

_____ _____

Principal or Dept. Head Signature Date

FOR PROCUREMENT USE ONLY

TO: ACCOUNTS PAYABLE – THE INVOICES HAVE BEEN APPROVED FOR PAYMENT

_____ _____

Procurement Officer Signature **Date**