



Violation Form

Finance Department | Purchasing

3904 Ave T | Galveston, TX 77550 | (409) 766-5158

A purchase was made by your Campus/Department, without a Purchase Order, which is a direct violation of our District policy (pg. 33 of the Finance Manual). Please complete this form, with a valid explanation, to be attached to the Requisition as reference for our auditors to review.

Date:

Vendor:

Amount:

Purchaser:

Campus:

Account:

Provide an explanation as to why the District's Purchasing Policy was not adhered to:

Employee Signature

Print Name

Date

Principal/Director/Budget Manager Signature

Print Name

Date

Ana Escobar, Purchasing Coordinator

Date

Jeffrey Martello, Chief Financial Officer

Date