Always Innovating
South Texas ISD
RIO GRANDE VALLEY | GRADES 6-12

REQUEST FOR PAYMENT OF A NON-COMPLIANT PURCHASE

Unauthorized/Non-Compliant purchases are purchase transactions that are either entered into by an individual who is not authorized to contract/request services on behalf of South Texas ISD or who uses an unauthorized procurement method or exceeds his/her delegated authority. According to district Policy CH(Local) Responsibility for Debts - "The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the District's purchasing procedures (see CE). The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts."

Please complete the following information, sign this form, and return it to the Business Office.

Vendor Name _____ Date _____

Account Code _____ Amount _____

Name of Purchaser _____ Department _____

PO number _____

PLEASE EXPLAIN THE FOLLOWING IN DETAIL

Reason for purchase of goods or services:

_____

_____

_____

Reason why an authorized Purchase Order was not obtained before purchase (use this space for explanation and justification for deviation from policy):

_____

_____

_____

Explain what actions have been taken to prevent further non-compliance of established procurement policies and procedures. Attach necessary supporting documentation, including but not limited to, contract, invoice, quote, etc.

_____

_____

_____

By signing this document, I understand I am in violation of District Policy CH (Local).

Signature of Responsible Party _____ Date _____

Signature Principal/Supervisor _____ Date _____

Director of Finance _____ Date _____

Asst. Supt or Superintendent _____ Date _____

☐ Payment Approved ☐ Payment Denied

Business Office Use
Finance Director _____ Date _____

Revised 07.27.2026