



After the Fact Transaction Form

Finance Department
Cleveland Heights-University Heights School District

To: _____ Date: _____

Please be advised that an approved Purchase Order was not in place in eFinancePlus (eFP) before the following invoice/service/purchase was made and cannot be processed for payment according to ORC 5705.412.

Vendor Name _____

PO Number _____ PO Date _____

PO Amount* _____ Invoice/Service/Purchase Date _____

In order to be considered for payment, please provide the following information:

- 1) Reason for purchasing goods and services prior to Purchase Order date.
- 2) If an emergency purchase, what was the emergency and who authorized the purchase? Was the Finance Department notified to give verbal approval?

(Printed name of staff member filling out form)

(Signature of staff member filling out form)

(Date)

I understand the Purchase Order process and I am aware of Ohio Law that states it is a violation to pay any invoices prior to a Purchase Order date. I have addressed this procedure with the staff member above.

(Signature of Supervisor)

(Date)

***This completed form must be attached to the Purchase Order in eFP. Any purchase over \$3000 will be placed on the next regular Board Meeting Agenda for approval by the Board.**