

D. After-the-Fact Purchase Orders Form

Shonto Preparatory School

After-the-Fact Purchase Orders

Committing the School to a purchase before a purchase order is issued creates an after-the-fact purchase. After-the-fact purchases are violations of the rules that apply to school procurement. For this reason, we request this documentation be filed with the original request for future audit reference.

Please describe why/how this happened:

Please sign, date and return to Purchasing within 5 days, to be filed with original paperwork.

Signature

Date

Supervisor Signature

Date

For District Use

Sign: _____

Date _____

Purchase Order # _____