

PURCHASE IN VIOLATION OF DISTRICT POLICY

Ordering without a Purchase Order is a violation of district policy. Violating this policy may result in severe, sometimes, criminal consequences.

To be completed by Business Office

Date: _____

Nature of Violation: Ordering without a Purchase Order

Notes: _____

Your Name: _____

Date: _____

Reason for Violation: _____

Signature: _____

Supervisor Signature: _____

Superintendent Signature: _____