

REQUEST FOR DEVIATION FROM BOARD POLICY

Date _____

Board of Education Policy DJEG states that “no person shall be allowed to make a purchase in the name of the school district without an authorized purchase order.” The purchase order number must be secured prior to placing the order. It would appear that the items purchased on the attached invoice represent a breach of that policy. Please write a brief explanation of the circumstances surrounding this purchase and if there was a policy breach check the statement that indicates that the person placing the order has been made aware of board policy and will comply in the future. This document will be filed with the payment voucher package as a part of the audit trail.

Explanation of why purchase order was not used on this order:

Explanation of why purchase order is dated after invoice:

_____ Please initial here that the person placing the order without proper authorization has been alerted to the board’s purchasing policy and agrees to follow proper procedures in the future.

Signature of Principal or Director