

After-the-fact Purchase Orders Form

Tuba City Unified School District

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 document be filled with the original request for the future audit reference.

Please describe why/how this happened:

Please sign, date and return to purchasing within 5 days to be filled with original paperwork

Signature

Date

Supervisor signature

Date

For District use	
Sign: _____	Date: _____
Purchase Order #: _____	