



REQUEST FOR PAYMENT OF A NON-COMPLIANT PURCHASE

Unauthorized/Non-Compliant purchases are purchase transactions that are either entered into by an individual who is not authorized to contract/request services on behalf of San Benito CISD or who uses an unauthorized procurement method or exceeds his/her delegated authority. According to district Policy CH(Local) Responsibility for Debts - "The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the District's purchasing procedures (see CE). The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts."

Please complete the following information, sign this form, and return it to the Business Office.

Vendor Name _____	Date _____
Account Code _____	Amount _____
Name of Purchaser _____	Department _____
	PO number _____

PLEASE EXPLAIN THE FOLLOWING IN DETAIL

Reason for purchase of goods or services:

Reason why an authorized Purchase Order was not obtained before purchase

(use this space for explanation and justification for deviation from policy):

Explain what actions have been taken to prevent further non-compliance of established procurement policies and procedures. Attach necessary supporting documentation, including but not limited to, contract, invoice, quote, etc.

By signing this document, I understand I am in violation of District Policy CH (Local).

Signature of Responsible Party _____ Date _____

Signature Principal/Director _____ Date _____

Asst. Supt or Superintendent _____ Date _____

Asst. Supt of Finance & Operations _____ Date _____

Payment Approved

Payment Denied

Business Office Use
Accounting Coordinator _____ Date _____