

# Return Purchase Request – Cannot Process

DATE RETURNED: \_\_\_\_\_

**The attached Purchase request could not be processed due to the following:**

	Most current form not used; requires most current form in order to process. <i>Current forms available on BOE website</i>
	White Out and Pencil are not permitted on financial documents.
<b>TYPE OF FUNDING / ACCOUNT # / DELIVERY</b>	
	Account code is missing or inaccurate.
	Destination information is missing or incomplete
	Insufficient Funding
	Unallowable expenditure
	Quote(s) not attached
<b>SALES TAX</b>	
	Sales Tax information is missing or incorrect
<b>GOODS and/or SERVICES BEING REQUESTED</b>	
	Incomplete information, such as unit cost, quantity, description, etc.
	Justification for purchasing food does not meet federal and/or state requirements to document how the purchase directly benefits program goals and achievements
<b>VENDOR and CONTRACTS</b>	
	Vendor is missing or not a vendor the School District does business with
	W-9 is required to place order with this vendor
	Date delivery is required is not completed, or not reasonable expectation
	Reason Vendor Selected is not Completed
	Vendor selection not compliant with Board Policy and/or State Law
	Missing justification / 3 quotes to demonstrate Low Bid
	Missing Justification and documentation to support that purchase is proprietary
	Contract not on file in Central Contract files
	Piggy back from another School District or Government entity: RFP, Bids and Executed Contract, and/or Permission Letter not on file in Central Contract files
	Form not attached "Checklist for Purchasing from State/Local Gov/Other School Districts and all the required documentation
	Order > \$10,000 and requires bid opportunity be advertised
	Order was split on two or more purchases requests, changing the threshold for bid and advertising requirements
<b>APPROVAL SIGNATURES</b>	
	Requestor signature missing / Date Signed missing
	Principal approval signature missing; required for school orders
	IT Director approval is required / Approval Date is required
	Director of Schools Approval is required / Approval Date is required
	Budget Manager approval signature missing / Date Signed Missing
	Approvals dated after the Requested Departure Date
<b>OTHER</b>	
	Order placed without a PO; cannot issue an after-the-fact PO
	Required Terms and Conditions not included
	DESCRIBE: