

ANNA ISD
Unauthorized Purchase Acknowledgement Form

Purchase orders are issued by Anna ISD to procure goods and services as needed by the district's schools and departments. A purchase order is a formal document and a binding agreement between the district and the vendor to whom it is issued. Planning for purchases should be made by the respective campus or department and should allow for normal lead times.

When the district's purchasing procedures are circumvented, the purchase is considered unauthorized. Board policy states that any person making unauthorized purchases assumes full responsibility for all such debts. Employees who secure items or services in the name of Anna ISD without following purchasing procedures will be considered non-compliant and can be held personally responsible for payment to the vendor or return of the item(s) purchased for full credit.

This form is required for any financial transaction where a breach of Anna ISD Purchasing policy or procedures has been identified. The information provided will document variances in procedure as required under the scope of the district's Annual Audit.

Information

Employee Name

Campus/Department

Vendor Name

Transaction Amount

Description of items or services purchased outside of AISD Purchasing policy:

By signing below I acknowledge that the documented transaction is a breach of Business Services policy or procedures.

Employee Signature

Date

Supervisor Signature

Date