

NON-COMPLIANT PURCHASE FORM

DATE: _____

REQUISITION NO. _____

EMPLOYEE NAME: _____

SUPERVISOR NAME: _____

CH (LOCAL) POLICY	CORRECTIVE ACTION
<p>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. [CH Local]</p> <p>PURCHASE COMMITMENTS: All purchase commitments shall be made by the Superintendent or designee in accordance with administrative procedures, including the District’s purchasing procedures.</p>	<p>A purchase for goods or services must not be made using District funds without prior approval from Purchasing Department in the form of an approved Purchase Order form with an approval signature from Purchasing. The Assistant Superintendent for Finance or Designee must approve any exceptions to this practice prior to committing any District funds.</p>

DESCRIBE REASON FOR NON-COMPLIANCE: _____

STEPS TO BE TAKEN TO AVOID NON-COMPLIANCE IN THE FUTURE: _____

NOTE: Staff member may be held financially liable for future purchase(s) if purchases are not made in accordance with the adopted budget, state law, Board policy, and the District’s purchasing procedures.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE