**CONFIRMING PURCHASE ORDER EXPLANATION FORM**

PO #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vendor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vendor #:\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE:** Purchase orders should be issued and approved by the School Purchasing Officer prior to ordering/purchasing any goods and/or services to ensure that monies are properly encumbered and that all purchases are approved and authorized by the proper level of authority. The practice of issuing confirming purchase orders (a purchase order issued after the fact) bypasses the encumbrance process and does not permit the School Purchasing Officer to determine if the goods/services are part of a competitive bid, are under a county or state contract, to consolidate orders, or obtain the lowest possible prices in an effort to minimize costs. (Reference: OCM BOCES Purchasing Policy #4310)

Please provide an explanation why the OCM BOCES purchasing policy/procedures were not properly followed:

\_\_\_\_\_ Emergency Purchase

\_\_\_\_\_ Forgot about it

\_\_\_\_\_ Very busy / Didn’t have time

\_\_\_\_\_ Not at work - out sick, on vacation, etc.

\_\_\_\_\_ District didn’t have money in the budget

\_\_\_\_\_ Instructed to place the order immediately

\_\_\_\_\_ Information was not received from the person ordering until after they ordered

\_\_\_\_\_ Pending was entered on or before the invoice/order date but was not approved until after

\_\_\_\_\_ Didn’t know the PO had to be approved by Purchasing Officer before ordering/purchasing

\_\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee -

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

Administrative Council Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_