



## CANUTILLO INDEPENDENT SCHOOL DISTRICT

### AFTER-THE-FACT PURCHASE

### ACKNOWLEDGEMENT CONFIRMATION

Per District Policy CH-Local

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 adopted Board policy and current administrative procedures. 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.

**I hereby acknowledge that I have read District Policy CH (LOCAL) – Purchasing & Acquisition and that I will comply with the guidelines.**

Name of Requestor: \_\_\_\_\_ Job Title: \_\_\_\_\_

\_\_\_\_\_ Campus/Department Name: \_\_\_\_\_ Date: \_\_\_\_\_

Vendor Name: \_\_\_\_\_ Approved Vendor: \_\_\_\_\_ Yes\_No

Currently on Contract: \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, Contract # \_\_\_\_\_

Account Number: \_\_\_\_\_

Total dollar amount \$ \_\_\_\_\_

Explanation as to why an approved District purchasing process was not followed when items/services were acquired:

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\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Budget Authority Signature Print Name Date

\_\_\_\_\_  
Director of Financial Services Print Name Date

*Form must be completed, signed and submitted to the Financial Services Division*

*Document will be forwarded to Internal Audit Office*