

“AFTER-THE-FACT” PURCHASE ORDERS

WHAT IS IT?

An “After-The-Fact” Purchase Order Is Any One Of The Following:



- a) a purchase order that is issued after an item has been received/pick-up
- b) a purchase order that is issued after a service has begun or been completed
- c) a preview item that is delivered without a purchase order and is then purchased
- d) calling in the order to the vendor prior to receiving a copy of the purchase order
- e) sending the purchase requisition to the vendor in advance of the purchase order
- f) making reservations or scheduling services without a purchase order

WHY IS AN “AFTER-THE-FACT” PURCHASE ORDER SO BAD?

- a) A purchase order is the only legal commitment to spend district funds
- b) A purchase order insures that procurement rules have been followed for the purchase and that budget funds have been properly approved
- c) phoning or faxing your order in with a requisitions leads to double shipments that may have to be charged to the school site
- d) Our auditors will note an “after-the-fact” purchase as a violation of the procurement rules

WHAT CAN WE DO?

- a) Wait until you have your purchase order in hand before ordering any goods or allowing any services to begin
- b) Submit consultant services requisitions at least two (2) weeks prior to start of services.
- c) Contact Purchasing if you need any help expediting your order
- d) If you're not sure about a particular purchase, contact purchasing right away

WHAT SHOULDN'T WE DO?



- a) Do not fax/phone in purchase requisition, wait until you have the purchase order in hand
- b) Do not allow a consultant to begin working without a purchase order
- c) Do not order a preview item without a purchase order
- d) Do not make any reservations without a purchase order

A purchase made without a purchase order is a violation of the procurement rules and could result in the employee making the purchase being held personally liable for the purchase.

Contact Purchasing at 204-6832 if you have any questions or special circumstance before making the purchase. We want to help make the purchase as efficient as possible.

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