



**RATIFICATION**

1. Explain which procedural infraction occurred: [invoice being paid is over 30 days; invoice is \$500.00 or more and a Purchase Order was not requested; a Purchase Order was requested, but the date of the Purchase Order is after goods or services were ordered; a check is being requested that requires a special Accounts Payable run; proper quotes or bids were not obtained]

2. List steps taken to prevent recurrence:

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**Signature:**

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**Principal/ Department Head:**

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**Finance Office Approval:**

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