

Confirming Order Justification Form

I, _____

Attest that I purchased/contracted for goods/services on behalf of the City School District of New Rochelle as follows:

Confirming Date: _____ Requisition No. _____ Amount to be Paid: _____

Vendor Name: _____

Department: _____

Description of the goods or services purchased/contracted for: _____

Explain **why** this after-the-fact order was placed prior to submitting a requisition and establishing a valid purchase order number:

What steps has the department taken to prevent repetition of confirming purchases in the future:

Based on the forgoing declaration I am attaching the original supporting documentation (invoice or receipt for payment).

Disclaimer: Purchasing Department will review all confirming order on a case by case basis, and report all confirming order accordingly. We reserve the right to approve or disapprove any confirming order. Disapproval will result in the cost of the purchase being borne by the individual who contacted the vendor without a purchase order number. See Purchasing Policies, Procedures and Guidelines for your reference. Contact Purchasing Department for additional procurement options.

Print Name of Initiator: _____ Signature _____

Print Name of Department Head/Principal: _____ Signature: _____

For confirming purchase up to \$5000, including tax and shipping, limited to 3 occurrences and Compliant with Purchasing Policy & Procedures). After 3 occurrences this form is to be signed by Assistant Superintendent for Business for any dollar amount

Signature of Business Manager _____

Signature of Interim Superintendent _____