

Example Public Schools Illegal Expenditure Acknowledgement

The following expenditure incurred by the District is a violation of Oklahoma State Law and/or Board Policy:

1. _____ Obligation was made prior to Purchase Order being approved.
2. _____ Invoice(s) should have been paid in fiscal year _____. They are not legal obligations of this year's funds.
3. _____ Expenditure exceeds original Purchase Order by 25% or more.
4. _____ Prepayment of an expenditure (warrant to be issued before goods/services are actually received).
5. _____ _____

EXPLANATION/RESPONSE: _____

Signature of Individual

Date

Signature of Principal
or Director

Date

Please Note: A copy of this form will be attached to the corresponding Purchase Order for examination by our auditor.

Business Office use only:

Purchase Order # _____ Vendor: _____